



Chapter 10 WSDOT Travel Rules and Procedures

Table of Contents - Chapter

Effective Date	Section ID	Section Title	Page Number
August 1, 2000	I	Introduction	I-3
		Basic Travel Concepts	
		Traveler's Responsibility	
		Basis of Authority for this Chapter	
		Who to Contact	
		WSDOT Travel Administrator	
		Access on Line	
		Exceptions to These Rules	
		What's in This Chapter	
		Revisions	
		Continuous Improvement	
August 1, 2000	I	Process Improvement Form	I-5
August 1, 2000	I	Mailing List Change Request	I-6
August 1, 2000	QRG	Quick Reference Guide For Travelers	Q-1
August 1, 2000	10-1	Travel Reimbursement Principles	1-1
August 1, 2000	10-2	Department Requirements and Restrictions	2-1
August 1, 2000	10-3	Meals	3-1
August 1, 2000	10-4	Lodging	4-1
August 1, 2000	10-5	Transportation	5-1
August 1, 2000	10-6	Miscellaneous Travel Expenses	6-1
August 1, 2000	10-7	Travel Expense Claims, Advances and Travel Expense Voucher	7-1
August 1, 2000	10-8	Boards, Commissions and Committees	8-1
August 1, 2000	10-9	Relocation Assistance	9-1

Chapter 10 WSDOT Travel Rules and Procedures

Table of Contents - Chapter (continued)

Effective Date	Appendix ID	Appendix Title
August 1, 2000	A	Glossary
August 1, 2000	B	Collective Bargaining Agreement Schedule
August 1, 2000	C	Emergency or Disaster Situations
August 1, 2000	D	Travel Rates
October 1, 2000	E	Washington State - Per Diem Map
January 1, 2000	F	Schedule A - For the Continental USA (48 Contiguous States and the District of Columbia)
January 1, 2000	G	Schedule A - Washington State Ferries - Point-To- Point Terminal Mileage
January 1, 2000	H	Daily Commute Is Not Eligible For POV Mileage
August 1, 2000	I	Work Plans
August 1, 2000	J	Out of State Travel - A, B, C's
August 1, 2000	K	Travel Charge Card Program Information
August 1, 2000	L	Direct Bill Expenses To The Department Whenever Possible
August 1, 2000	M	Relocation
August 1, 2000	N	Transportation Commission - Rules and Procedures (does not apply to WSDOT employees)
August 1, 2000	O	Taxable Fringe Benefits (IRS Publication list)
August 1, 2000	P	Index
August 1, 2000	Q	Forms Index

Chapter 10 WSDOT Travel Rules and Procedures

Process Improvement Suggestion Form

Please submit your process improvement suggestion by mail or e-mail to:

Marcy Yates, Accounting Chief
WSDOT Accounting Services Office
P. O. Box 47420
Olympia, WA 98504-7420.

Use the reverse side of this form, attach a separate sheet of paper, or send via e-mail. Clearly state your suggestion and the reasons why it would be an improvement.

Please provide the following information with your suggestion:

Chapter Number:	
-----------------	--

Date Submitted	
Your Name	
Your Organization	
Your Work Address/Mail Stop	
City and Zip Code	
Your Work Phone Number	
Title of the Manual Chapter	
Page number(s)	

We will contact you to be sure we clearly understand your suggestion, and we will keep you informed on how your suggestion will be handled.

Response

Attached is the outcome of our evaluation and an explanation of how we will, or why we will not, implement your suggestion.

Date of Response	
Evaluator's Name	
Evaluator's Telephone Number	
Evaluator's Signature	
Approved by Administrative Services Manager's Signature	



Chapter 10 WSDOT Travel Rules and Procedures

Chapter 10 WSDOT Travel Rules and Procedures

Mailing List Change Request

Please submit your request for mailing list changes by mail or e-mail to:

Marcy Yates, Accounting Chief
WSDOT Accounting Services Office
P.O. Box 47420
Olympia, WA 98504-7420.

Attach current mailing label here

Note changed information here

Please provide the following information with your request:	
Date Submitted	
Your Name	
Your Organization	
Your Work Address/Mail Stop	
City and Zip Code	
Your Work Phone Number	



Chapter 10 WSDOT Travel Rules and Procedures

Chapter 10 WSDOT Travel Rules and Procedures

Introduction

Introduction

This chapter on Travel Rules and Procedures was developed by teams of financial experts within the Washington State Department of Transportation (WSDOT) based on customer needs. We designed it to provide quick references as well as in-depth information when you need more details. Please refer to the Table of Contents at the beginning of the chapter, or the Index at the end, to locate the topic you are interested in.

If you need to travel to conduct business for WSDOT, this is the place to find travel expense rules and procedures that affect you.

Basic Travel Concepts

This chapter is designed to meet the following basic concepts:

- provide basic rules governing the travel process;
- explain travel expenses entitlements;
- explain the traveler's responsibilities; and
- outline the steps to take before and after travel occurs.

Traveler's Responsibility

It is the traveler's responsibility to understand and adhere to the rules and procedures in this chapter.

Basis of Authority

The rules and procedures are based on existing regulatory documents, primarily the State Administrative & Accounting Manual (SAAM) published by the Office of Financial Management (OFM). Other documents that may effect various rules and procedures are cited with the relevant section of the chapter.

They include the following WSDOT publications:

- Collective Bargaining Agreements
- Purchasing Manual M 72-80
- Human Resource Desk Manual M 3009
- Accounting Manual M 13-82



Chapter 10 WSDOT Travel Rules and Procedures

Who to Contact

There is a network of contacts to assist you with your specific travel needs. Many of them worked on developing or reviewing this chapter. To get help, please start with:

- Your immediate supervisor;
- Your organization's Travel Coordinator; and
- WSDOT Travel Administrator, if necessary.

WSDOT Travel Administrator

The WSDOT Travel Administrator is designated by the Chief of Accounting Services in the Finance and Administration Service Center. The Travel Administrator is responsible for maintaining an effective system of controls for travel related activities throughout the department.

Access On Line

This information is available on line through an internet link on the Olympia Service Center's Accounting Services Web Site:

- http://wwwi.wsdot.wa.gov/FASC/Accounting/Accounting_Systems/travel.htm

Exceptions to These Rules

If your travel needs require an exception to the department's rules and procedures, work with your travel coordinator to request it from the Travel Administrator. The Travel Administrator will consider exceptions on a case-by-case basis. You must provide sufficient justification for the request, and continue to meet the requirements for travel.

If your travel needs require an exception to OFM's rules and procedures, the Travel Administrator will refer the decision to the Assistant Secretary for Finance and Administration and the Accounting Chief to review the exception request. They will determine whether or not to request an exception from the Office of Financial Management.

What's In This Chapter

Chapter 10 WSDOT Travel Rules and Procedures

This chapter contains separate sections to assist you in locating information. Within each sub-section, the related OFM and/or WSDOT rule reference appears in the left hand column at the beginning of each section.

Revisions

Revisions to this chapter will be published as changes occur. Changed sections will be marked with vertical lines, and a revision date will be indicated.

Continuous Improvement

The Finance & Administration Service Center is committed to using the department's quality improvement processes to continually improve the clarity around the interpretation of the rules and procedures of this chapter. If you have recommendations to improve the processes in this chapter you may:

- Photocopy specific pages and make your recommended changes on those pages.
- E-mail your organization's travel coordinator with any recommended changes.
- Indicate your changes on the manual's "Process Improvement Suggestion Form" in this manual and send it to the address indicated on the form.



Chapter 10 WSDOT Travel Rules and Procedures

Chapter 10 WSDOT Travel Rules and Procedures

Quick Reference Guide Table of Contents

Topic	Page Number
Table of Contents	Q-1
Overview	Q-2
Your Travel Coordinator	
Official State Business	
Equitable Treatment	
Types of Travel	
Prior Authorization	Q-3
Authorization Criteria	
Travel Status	
Work Shift	Q-4
Per Diem Rates	
Meals	Q-5
Lodging	
Fifty Mile Rule	
Exceptions to 50 Mile Rule	
Exceptions to Maximum Lodging Rates (150% Rule)	Q-6
Exception for Very Unusual Conditions (Actual Cost Exception)	
Use of Privately Owned Vehicle	
Miscellaneous Expenses	Q-7
Checklist	
Travel Expense Voucher Tips	Q-8



Chapter 10 WSDOT Travel Rules and Procedures

Chapter 10 WSDOT Travel Rules and Procedures

Quick Reference Guide

Overview

This Quick Reference Guide is a high level summary of the travel rules and procedures. For further details refer to the travel chapter section referenced.

Your Travel Coordinator

To obtain a basic understanding of your organization's travel processing requirements, contact your organization's assigned Travel Coordinator. Ask your supervisor for their name and phone number.

This understanding will aid you in coordinating your trip arrangements (airline, rental car, lodging, etc.). Your Travel Coordinator also has access to department experts on specific travel questions and concerns.

Official State Business

Official travel to carry out the mission and functions of the department is necessary and important. Travel is regulated by State and Federal laws, Office of Financial Management regulations, and the Secretary and Deputy Secretary of Transportation.

Equitable Treatment

All travelers in like travel circumstances will receive the same treatment.

Types of Travel

There are three main types of travel:

- In-state
- Out-of-state
- Out-of-country



Chapter 10 WSDOT Travel Rules and Procedures

Prior Authorization

The traveler is responsible for obtaining authorization to travel from the appropriate authority prior to departing on the trip and for completing the appropriate travel forms if required. Questions should be referred to the organization travel coordinator. Refer to Subsection 10-2.10 for additional information.

Authorization Criteria

The approving authority applies the following criteria:

First, it must be demonstrated that the travel option being requested is the most economical to the department. A memo from the approving authority which compares travel options, or includes a cost benefit analysis, may be used for this purpose.

Second, consideration is given to that which is the most advantageous to any individual with special circumstances. OFM has defined that compliance with the Americans with Disability Act is advantageous to the state. Refer to Subsection 10-2.3 for additional information.

Travel Status

When authorization to travel is obtained and the traveler leaves on the trip, he/she is considered to be in travel status. This means you are away from both your official station and official residence. Normally this is outside the town, city, or vicinity limits of where you work and live.

For example, if you live in town or city 'A' and work in town or city 'B' and you are outside the limits of both these locations, then you are in travel status.

Being in travel status does not always mean you are entitled to receive per diem. To qualify for reimbursement other criteria must be applied. However, you must first be in travel status before you can apply the other travel principles.

Before estimated travel costs can be determined, the traveler must identify their assigned work shift and then apply the remaining travel principles. This includes the three hour rule which determines if the traveler is reimbursed for meals. Refer to Subsection 10-2.5 for additional information.

Chapter 10 WSDOT Travel Rules and Procedures

Work Shift

A “work shift” means the hours you are normally scheduled to perform your job functions. Often this is based on a 40 hour work week. Some alternate work schedules are based on working 80 to 88 hours over a two week period.

The work shift provides the basis for determining eligible meal (subsistence) entitlements as described below.

Per Diem Rates

Per Diem Rates are the maximum allowable amounts the department can reimburse you for lodging (before taxes), and for meals. The per diem rates are published by OFM, and based on the Federal per diem rates.

There are two cost rates used for Per Diem Rates: Non-High Cost, and High Cost. This information is available on line through an internet link on the Olympia Service Center's Accounting Services Web Site:

- http://wwwi.wsdot.wa.gov/FASC/Accounting/Accounting_Systems/travel.htm

Employees are expected to NOT purposely delay their departure or return in order to qualify for unnecessary meal costs. Refer to Appendix D for additional information.

Meals

The amount you will be reimbursed for meals while traveling is called an “entitlement”. This is a set amount you receive for each meal you are entitled to while in travel status after meeting specific criteria:

- The Three (3) Hour Rule (refer to Subsection 10-3.3 for additional information) is used to determine whether you are entitled to meal reimbursement.
- You are not entitled to reimbursement for meals at or between your official station and/or official residence.
- Meal times are determined using a department meal period schedule. Meal periods are considered to be at the same time each day within your regular scheduled work shift. For non-regular scheduled work days the meal period is considered to be the same time as your regular work shift.



Chapter 10 WSDOT Travel Rules and Procedures

Meals (continued)

Meal entitlements reimbursed will not exceed the state transportation allowance rate in effect at the time of travel. Meal entitlements may be taxable depending on whether the travel is non-overnight, same day (taxable), or overnight (non-taxable). Refer to 10-3 for additional information.

Lodging

The amount you will be reimbursed for lodging expenses is not to exceed the state rate in effect at the time of travel. The following criteria affects your reimbursement:

Fifty Mile Rule

To be eligible for lodging reimbursement, your temporary duty station (travel destination) must be more than 50 miles from both your official station and your residence, using the most direct route. The fifty mile rule is used to determine whether lodging will be part of your travel plans. Refer to 10-4.4 for additional information.

Exceptions to 50 Mile Rule

OFM has published three exceptions to the 50 Mile rule:

- The official state business requires the traveler to arrive early in the morning or late at night for back to back events. The amount of time between close of business on the first day and the start of business on the second day must be 11 hours (3 hours personal time and 8 hours of sleep) or less.
- The health and safety of the traveler will be compromised.
- It is more economical to the state.

An additional exception: The Secretary of Transportation may determine that, during an emergency situation, employees performing critical department functions must remain at their work stations, and are therefore eligible for lodging. Refer to Subsection 10-2.7 for additional information.

Chapter 10 WSDOT Travel Rules and Procedures

Lodging (continued)

Exceptions to Maximum Lodging Rates (also known as the 150% Rule)

There are six exceptions to the maximum lodging rates. Refer to Subsection 10-4.4, and Appendix Q, *Travel Expense Reimbursement Checklist*, for additional information on these exceptions.

Exception for Very Unusual Conditions (also known as the Actual Cost Exception)

Under certain conditions you can obtain approval for reimbursement of actual lodging expenses in excess of the 150% rule. When this exception is used you must:

- Obtain written approval from the approving authority by providing a brief explanation why the exception is necessary.
- Select the most economical room rate available under the circumstances.
- Include with your request for travel reimbursement a brief explanation, and signed approval, of the exception.

Refer to Subsection 10-4.5 for additional information on this exception.

Use of Privately Owned Vehicle (POV)

When you use your privately owned vehicle for state travel, you can be reimbursed based at the state rate per mile in effect at the time of travel.

The POV mileage rate is available on line through an internet link on the Olympia Service Center's Accounting Services Web Site:

- http://wwwi.wsdot.wa.gov/FASC/Accounting/Accounting_Systems/travel.htm



Chapter 10 WSDOT Travel Rules and Procedures

Use of Privately Owned Vehicle (continued)

You must meet specific criteria to be reimbursed for mileage on your privately owned vehicle:

- If you base your mileage on “vicinity”, you need to record your odometer readings at the start and end of your trip.
 - Odometer readings must be recorded on the Travel Expense Voucher.
 - You must record specifics about where you are going and what the purpose is under “Purpose of Trip” on the Travel Expense Voucher.
- If you base your mileage on “point-to-point”, note this fact on the Travel Expense Voucher.

Refer to Subsection 10-5.2 for additional information.

Miscellaneous Expenses

Miscellaneous travel expenses essential to the transaction of official state business may be reimbursable. You are responsible for understanding the types of expenses eligible for reimbursement and the criteria that must be met before reimbursement. Attach receipts when applicable to the Travel Expense Voucher.

An example: In general, taxi fares and parking are reimbursable when incurred to accomplish the business objective. These same expenses are not reimbursable if incurred for entertainment purposes while you are in travel status.

Refer to Subsection 10-6.2 for additional information.

Checklist

For the basics on Travel Expense Voucher preparation, and additional travel information and forms, refer to Appendix Q, the Travel Expense Reimbursement Checklist.

Chapter 10 WSDOT Travel Rules and Procedures

Travel Expense Voucher Tips

Review this list to help avoid common mistakes on the Travel Expense Voucher:

- Identify yourself.
- List the business purpose and clearly identify the specifics about where you are going, for what purpose, and any unusual circumstances or exceptions.
- Make sure totals are correct.
- Make sure account coding is correct.
- Obtain your supervisor's approval.
- Work with your Travel Coordinator to ensure compliance with travel rules.

End.



Chapter 10 WSDOT Travel Rules and Procedures

Chapter 10 WSDOT Travel Rules and Procedures**Section 10-1 Travel Reimbursement Principles**

Table of Contents			1-i
Section	Effective Date	Title of Section	Page Number
10-1.1	August 1, 2000	Rules and procedures	1-1
10-1.2	August 1, 2000	Compliance with rules and procedures	1-1
10-1.3	August 1, 2000	Controls	1-2
10-1.4	August 1, 2000	Reimbursable travel costs	1-3
10-1.5	August 1, 2000	Non-reimbursable travel costs	1-3
10-1.6	August 1, 2000	Itinerary changes for the convenience of the traveler	1-5
10-1.7	August 1, 2000	Leave of absence during travel	1-7
10-1.8	August 1, 2000	Reimbursement for non-WSDOT employees	1-8



**Washington State
Department of Transportation**

**Accounting Manual M 13-82
Effective August 1, 2000**

Chapter 10 WSDOT Travel Rules and Procedures

Chapter 10 WSDOT Travel Rules and Procedures**Section 1 - Travel Reimbursement Principles**

10 - 1.1 *Rules and procedures*
Aug 1, 2000

Other Rule
Reference(s)

(RCW 43.03)
(RCW 43.88.160)

Official travel is regulated by the department. This chapter covers:

1. Official travel to carry out the mission and functions of the department is necessary and important. Travel is regulated by State and Federal laws, Office of Financial Management regulations, and the Secretary of Transportation.
2. When it is advantageous or economical to the department, the preferences of the employee will be considered whenever possible. However, in the utilization of public funds, the overall economy and advantage to the state must be the primary consideration.

The provisions of this chapter are subordinate to all collective bargaining agreements to which the department has entered, providing that the provision doesn't conflict with State and Federal laws, Office of Financial Management regulations, or other legal requirements. (Refer to Appendix B for applicable portions of collective bargaining agreements).

10 - 1.2 *Compliance with rules and procedures*
Aug 1, 2000

Other Rule
Reference(s)

(SAAM 10.10.05)

The following persons must comply with the rules and procedures in this chapter:

1. All department officers, employees, certain prospective state employees, and volunteers that WSDOT has legal authority to utilize, unless otherwise provided by law;
2. Persons other than department officers and employees, where travel expenses are authorized by statute, but the statute is silent as to amount;
3. Contractors and consultants, unless there are specific contractual arrangements modifying travel reimbursement; and
4. Students and other clients of the department.

NOTE: It is the responsibility of the traveler to assure that these rules and guidelines are followed and appropriate paperwork submitted. Assistance of another person does not relieve the traveler of this responsibility.



Chapter 10 WSDOT Travel Rules and Procedures

Section 1 - Travel Reimbursement Principles

10 - 1.3 Controls Aug 1, 2000

Other Rule
Reference(s)

(SAAM 10.10.10)
(SAAM 10.10.25)
(SAAM 10.10.50)
(SAAM 10.80)

Approving authorities are responsible for establishing a positive system of control for all travel expenses of employees under their jurisdiction. Additional attention should be given to establishing effective organization controls when unusual travel situations occur.

Controls must include the following:

- Determine that the necessary department business can't be appropriately accomplished by other means such as video conferencing, telephone, mail, e-mail, fax, etc.;
- Maximize opportunities for use of a single vehicle by two or more employees traveling between the same points on official business at approximately the same time;
- Ensure only necessary travel costs for performing official business shall be reimbursed.
- Review the proposed itinerary of the employee for the most economical (least cost) to the department. Special attention should be taken in evaluating an appropriate departing and return time;
- Ensure that unnecessary meals are not paid for and that the least cost option for lodging is selected. The department will only pay for a single room at the government room rate;
- Provide oral authorization for in-state travel (includes approved bordering counties/cities) not involving air travel, other common carriers, car rental and the use of 150% Rule for Lodging;
- Provide written approval for in-state travel involving air travel, other common carriers, car rental, combining personal leave with trip, or the use of the 150% Rule for Lodging (Exception to the maximum allowable lodging rate);
- Provide written approval for out-of-state and out-of-country (excludes approved bordering counties/cities and travel by air, common carrier, car rental, and the 150% Rule for Lodging if a work plan detailing these costs has been approved). Combining personal leave with the trip must also be approved in writing; and
- Ensure adequate controls for the authorization of actual reimbursement of expenses. Travelers should be made aware that this process may differ from the authorization to travel.
- Review travel reimbursement requests for correct rates;
- Ensure that all employees are aware that refunds and promotional gifts are made payable to WSDOT.

Chapter 10 WSDOT Travel Rules and Procedures**Section 1 - Travel Reimbursement Principles**

**10 - 1.4 Reimbursable travel costs
Aug 1, 2000**

Other Rule Reference(s)	Travelers may be reimbursed for the following types of expenses incurred on official state business subject to the requirements and restrictions of this chapter.
(SAAM 10.20.10)	Meals —A set per meal rate based on location (Refer to Subsection 10-3 for a full discussion). Lodging —The actual cost of lodging up to a specified maximum not to exceed the government rate for a single room as evidenced by an original receipt (Refer to Subsection 10-4 for a full discussion). Transportation —Costs of necessary official state business travel on railroads, airlines, ships, buses, private motor vehicles, and other means of transportation (Refer to Subsection 10-5 for a full discussion). Miscellaneous travel expenses —Other expenses essential to the transaction of official state business are reimbursable to the traveler (Refer to Subsection 10-6 for a full discussion).

**10 - 1.5 Non-reimbursable travel costs
Aug 1, 2000**

Other Rule Reference(s)	The following types of travel-related costs <u>shall not</u> be reimbursed.
(SAAM 10.20.20)	<ol style="list-style-type: none">1. Alcoholic beverage expenses.2. The cost of the daily <u>commute</u> between the traveler's <u>official station</u> (or tele-work site) and <u>official residence</u>. Subsidies to employees for public transit fares and carpools allowed by RCW 70.94.531 are not considered reimbursements of travel under this policy (Refer to Appendix H for a diagram which depicts reimbursable and non reimbursable privately owned vehicle mileage).



Chapter 10 WSDOT Travel Rules and Procedures

Section 1 - Travel Reimbursement Principles

10 - 1.5

Non-reimbursable travel costs (continued)

Aug 1, 2000

3. Certain travel expenses are considered as personal and not essential to the transaction of official state business. Such non-reimbursable expenses include, but are not limited to:
- Valet services, defined as the hiring of a personal attendant who takes care of the individual's clothes, or helps the individual in dressing, etc. The prohibition against valet services for general travelers is not to be considered as a prohibition against the use of a personal care attendant required by a disabled person under the provisions of Subsection 10-2);
 - Entertainment expenses, radio or television rental, and other items of a similar nature;
 - Taxi fares, motor vehicle rental, and other transportation costs to or from places of entertainment and other non-state business locations;
 - Costs of personal trip insurance (such as personal accident insurance, personal effects insurance, and extended liability insurance, and medical or hospital services);
 - Personal telephone calls other than brief phone call (Refer to Appendix A, Glossary for definition) due to change in travel plans;
 - Parking tickets or moving vehicle citations (even for State Owned Vehicles);
 - Safe or security box fees for personal items;
 - Any tips or gratuities associated with personal expenses such as those listed here; and
 - Out of pocket charges caused by the negligence of the traveler.

Examples include:

- Vehicle service charges for the delivery of fuel;
- Locksmith (retrieval of keys from locked vehicles); and
- Jump starting vehicles when the lights have been left on, etc.

Chapter 10 WSDOT Travel Rules and Procedures**Section 1 - Travel Reimbursement Principles**

**10 - 1.6 Itinerary changes for the convenience of the traveler
Aug 1, 2000**

Other Rule
Reference(s)

(SAAM 10.20.40)

In the following situations, if:

1. The traveler elects to return to the official station or official residence after the close of a regularly scheduled working day when overnight travel would normally be required:

The department will not incur any expenses beyond what it would have normally incurred, had the trip occurred without personal changes for the convenience of the employee.

Maximum reimbursement shall be the lesser of either:

- The travel expense incurred in returning to the official station or official residence, whichever is closer; or
- The amount which would have been allowable had the traveler remained at the temporary duty station.

The traveler is to return to the temporary duty station in time to observe the next day's regularly scheduled working hours.

2. A traveler spends extra field time at the destination:

The department may authorize subsistence and lodging for extra field time at the destination if it can be demonstrated that a direct savings will accrue to the department. The calculation of the direct savings is to include a comparison of the commercial transportation costs; the per diem costs; and, when applicable, the salary and fringe benefit costs of the traveler(s) for whom the extra field time is being authorized. Such comparisons are to be documented and retained with the traveler's Travel Expense Voucher. Otherwise, no reimbursement for additional meals or lodging costs shall be paid to the traveler for extra field time incurred.

Examples include advance arrival or extended stay at the destination.

Chapter 10 WSDOT Travel Rules and Procedures**Section 1 - Travel Reimbursement Principles**

**10 - 1.6 Itinerary changes for the convenience of the traveler
Aug 1, 2000 (continued)**

3. Traveler would like to couple a vacation or other personal use of time onto a legitimate business trip:

Where all of the following conditions exist travel expenses may be allowed:

- The primary purpose of the trip is official state business;
- The traveler uses, where necessary, his or her approved leave for the vacation or personal part of the trip; and
- The department does not incur any extra expenses beyond what it would normally incur had the trip occurred without any personal use coupled to the trip.

Complete a cost benefit analysis worksheet for all travel time away from the official work station and attach to Travel Request before forwarding for approval.

An example situation is described below:

An employee is scheduled for a business meeting and decides to extend the stay at the end of the meeting for personal reasons. The maximum amount of per diem the employee is eligible for would be what the employee would have received if they had returned to their official duty station immediately after their business meeting. Work schedule is 7:30 a.m. through 4:00 p.m., Monday through Friday.

- An employee from Spokane attends a meeting on Friday in Olympia. The meeting ends at 4:00 p.m. and the employee is spending the weekend with relatives and will fly back to Spokane on Sunday. If the employee had returned promptly to their official duty station, the employee would have been qualified for a dinner reimbursement for Friday evening. The amount of the reimbursement is determined by the employee's work schedule and location.

The employee actually returns to Spokane on a 3:00 p.m. flight on Sunday and is home at 4:30 p.m. On the return day the employee is entitled to a meal at or below the meal rate for the meal the traveler would have received on the normal return day.

Chapter 10 WSDOT Travel Rules and Procedures

Section 1 - Travel Reimbursement Principles

10 - 1.7 Leave of absence during travel Aug 1, 2000

Other Rule
Reference(s)

(SAAM 10.20.50)

When travel status is interrupted with paid or unpaid leave (leave of absence):

- Subsistence entitlements, lodging reimbursement, or other transportation costs are NOT reimbursed during the leave or during the absence from the temporary duty station.

Notes:

- An employee on Miscellaneous Paid Leave or Military Leave is not considered to be in travel status and is not reimbursed for any transportation expenses (subsistence entitlements, lodging reimbursement, other transportation costs).
- Leave of absence exceptions include certain examination and interview situations (Refer to Subsection 10-6 Miscellaneous Expense for additional information).
- The employee is required to:
 - Complete a worksheet - cost benefit analysis for all travel time away from the official work station (Refer to Appendix Q for an illustrative example).
 - Identify the exact hour of departure and return to the temporary duty station, and the exact beginning and end of leave status. These times must be shown on the Travel Expense Voucher (DOT Form 133-103 EF).
- Because of being incapacitated due to illness or injury not due to the traveler's own misconduct:
 - the authorized reimbursement for meals and lodging may be continued during the leave period.
 - providing the traveler is able to travel, reimbursement is not to exceed in total the cost authorized for motor vehicle car mileage or common carrier in returning the traveler to the official station or official residence, whichever is closer, and then back to the assignment.



Chapter 10 WSDOT Travel Rules and Procedures

Section 1 - Travel Reimbursement Principles

10 - 1.8 Reimbursement for non-WSDOT employees Aug 1, 2000

Other Rule
Reference(s)

(SAAM 10.20.60)

Travelers who are not WSDOT employees but who, in the course of providing services to the department, are authorized to travel as part of department business shall abide by and be reimbursed in accordance with rules, guidelines and rates contained in this chapter.

The term "traveler" will include anyone authorized to travel on official department business.

An approving authority MAY, with a properly executed letter agreement or formal agreement (such as a "Y" agreement - refer to Agreements Manual M22-99 for further details), authorize the reimbursement of travel expenses for non-state employees who are serving on boards, commissions, and/or committees (e.g. advisory) formed to:

- assist or advise the department on policy; or
- other matters which directly impact transportation-related matters affecting cities, counties, or special interest groups.

When the traveler is coming from out-of-state or out-of-country, the agreement must be signed by the requesting organization's Executive or designee. Requests must follow the Out-of-State/Out-of-Country process explained in Subsection 10- 2.10 of this Chapter including completing a Travel Request form and obtaining the Deputy Secretary's prior approval.

Examples are, but not limited to:

- Expert witnesses called by the department in support of legal testimony;
- Coordinating meetings with other cities/counties/ other states/private entities, citizens, etc.;
- Advisory boards, commissions or committees;
- Purchased service employees (e.g. Kelly Services) or volunteers; and
- For prospective employee interviews (Refer to Subsection 10-6.4).

The Requesting Office is responsible for paying the expenses out of their own organization's funding and originating a letter of agreement or formal agreement (such as a "Y" agreement), prior to the traveler traveling.

Chapter 10 WSDOT Travel Rules and Procedures**Section 1 - Travel Reimbursement Principles**

**10 - 1.8 Reimbursement for non-WSDOT employees
Aug 1, 2000 (continued)**

It should state:

- Purpose and benefit(s) to the department ;
- Dates of travel;
- Specific travel costs being reimbursed, such as meals, lodging, rental car, and airline; and
- Signature blocks for all parties involved.

The department may make arrangements for these individuals or organizations, including transportation by common carrier and lodging facility which may be "direct billed" to the department. If an individual or organization is going to make arrangements, then the department will provide a letter designating the individual or organization as a government contractor and eligible for the government rates.

Once the legality of the travel reimbursement has been established by the department, the reimbursement will be on an allowance basis (approved state rate) as listed in Schedule A, Schedule B, or Schedule C, SAAM 10.90. Reimbursement will occur upon receipt of documentation authenticated by the claimant.

When processing payments or reimbursements, the approved letter agreement must be attached to the documents for back up documentation.

If a formal agreement was established, the specific agreement number will be used as the Purchase Authority Number and must be referenced on the Travel Request (Refer to Subsection 10-2.11 and 2.12 for additional information).



Chapter 10 WSDOT Travel Rules and Procedures

Section 10-2 Department Requirements and Restrictions

Table of Contents			2-i
Section	Effective Date	Title of Section	Page Number
10-2.1	August 1, 2000	WSDOT responsibilities	2-1
10-2.2	August 1, 2000	Traveler's responsibilities	2-4
10-2.3	August 1, 2000	Criteria for authorizing travel and approving travel alternatives	2-5
10-2.4	August 1, 2000	Other travel alternatives	2-6
10-2.5	August 1, 2000	Travel status considerations	2-6
10-2.6	August 1, 2000	Health and safety of travelers	2-8
10-2.7	August 1, 2000	Employer provided lodging and meals within 50 miles of official work station or residence (Emergency or Disaster Situations)	2-10
10-2.8	August 1, 2000	Americans with disabilities act	2-11
10-2.9	August 1, 2000	Using a state travel charge card	2-11
10-2.10	August 1, 2000	Prior authorization for travel	2-12
10-2.11	August 1, 2000	Meetings, conferences, conventions and training sessions	2-14
10-2.12	August 1, 2000	Coffee and light refreshments	2-15



**Washington State
Department of Transportation**

**Accounting Manual M 13-82
Effective August 1, 2000**

Chapter 10 WSDOT Travel Rules and Procedures



Chapter 10 WSDOT Travel Rules and Procedures

Section 2 Department Requirements and Restrictions

10-2.1 *WSDOT responsibilities* ***Aug 1, 2000***

Other Rule
Reference(s)

(SAAM 10.10.10)
(WSDOT M 72-80)

- Department responsibilities

The Secretary of Transportation, or those who have been delegated the authority for directing travel and approving reimbursement must:

1. Ensure that any travel costs incurred are:
 - Directly work related;
 - Obtained at the most economical price; and
 - Necessary for state business.
2. Exercise prudent judgment in approving travel-related costs.
3. Establish an effective system for management and control over travel-related costs. This system should include, but is not limited to:
 - Adopted written internal rules and procedures that describe the process for travel activities;
 - Authorization or approval of travel costs by the department head or by those who have been delegated the authority;
 - Clearly defined roles and responsibilities to include the level(s) to which department head responsibility has been delegated;
 - Periodic review of travel charge card (e.g. airline) ticket purchases to ensure compliance with Subsection 10-5 Transportation and with the terms and conditions of state contracts; and
 - The amount of time the department requires for advance approval of meal costs at meetings, conferences, conventions, seminars, and training sessions.
4. Ensure travelers are not treated differently under like travel circumstances; and
5. Ensure the department uses the procurement methods required in this chapter and maintains records for all state travel charge card systems issued to the department or its travelers.



Chapter 10 WSDOT Travel Rules and Procedures

Section 2 Department Requirements and Restrictions

10-2.1 *WSDOT responsibilities (continued)* ***Aug 1, 2000***

Other Rule
Reference(s)

(SAAM 10.10.10.a)

- Deputy Secretary for Operations responsibilities

The Deputy Secretary for Operations must:

1. Review and approve travel expense vouchers of the department's Chief Counsel, and those Executives immediately subordinate to the Secretary's Office;
2. Authorize in writing the schedule, choice of location, and facilities for department sponsored conventions, conferences, and meetings involving the attendance and official travel of personnel from all or substantially all regions and/or other state, federal agencies, or other participants involved at the request of the department;
3. Authorize, in writing and in advance, out-of-state travel involving overnight stays outside of Washington, the contiguous counties and cities in Oregon and Idaho, and Vancouver, Victoria, Sidney, and Nelson, British Columbia, Canada. Exceptions will be authorized on a case by case basis; and
4. Authorize, in writing and in advance, reimbursement for relocation expenses in excess of 90 calendar days when employees are unable to locate and occupy permanent living quarters at their new official station due to unusual circumstances.

Other Rule
Reference(s)

(SAAM 10.10.10.a)

- Deputy Secretary for Policy, Chief Counsel and Executives immediately subordinate to the Secretary's Office responsibilities

The following delegation rules apply:

1. Authorize their own travel within Washington, the contiguous counties and cities in Oregon and Idaho, and Vancouver, Victoria, Sidney, and Nelson, British Columbia, Canada. Authorize their own exceptions to the maximum lodging rates (150 Percent Rule). For such exceptions, complete the Travel Request (TR) form with applicable condition number and attach it to the travel expense vouchers. Submit these to the Deputy Secretary for Operations for approval.

Chapter 10 WSDOT Travel Rules and Procedures

Section 2 Department Requirements and Restrictions

10-2.1

Aug 1, 2000

WSDOT responsibilities (continued)

2. Authorize travel and approve travel expense vouchers of the employees under their jurisdiction for:
 - Travel within Washington, the contiguous counties and cities in Oregon and Idaho, and Vancouver, Victoria, Sidney, and Nelson, British Columbia, Canada;
 - Out of state travel not involving overnight stays and approve only those travel expense vouchers as pre-approved on the annual out of state travel work plan; and
 - The following responsibilities may be further delegated at the Executives' discretion:
 - Designate official station;
 - Authorize travel;
 - Authorize POV;
 - Approve travel expense vouchers;
 - Approval of subsistence and lodging advances;
 - Approval of exception to 50 mile rule;
 - Approval of exception to maximum (150 percent rule);
 - Approval of exception for unusual circumstance (actual lodging cost)
 - Approval for emergency or disaster situations requiring payment of meals and lodging within 50 miles of the official station;
 - Approval of the use of travel trailer or camper;
 - Approval for light refreshments;
 - Approval for meetings in non state or public facilities; and
 - Approval of travel reimbursement in association with relocation expenses under 90 days;
3. The following responsibility MAY NOT be further delegated:
 - Approval for official meeting meals.
4. Information on delegations and names must be supplied in writing to OSC, Accounting Services Office and updated as necessary.



Chapter 10 WSDOT Travel Rules and Procedures

Section 2 Department Requirements and Restrictions

WSDOT responsibilities (continued)

10-2.1

Aug 1, 2000

Other Rule
Reference(s)

(SAAM 10.10.10.a)

- Assistant Secretary for Finance and Administration responsibilities

The Assistant Secretary for Finance and Administration will prepare, revise, interpret, and implement this chapter.

As Chief Financial Executive Officer, the Assistant Secretary for Finance and Administration will review and countersign every travel voucher for the Secretary of Transportation's travel. This responsibility may be further delegated to the Accounting Services Chief, as Chief Fiscal Officer for the department.

10-2.2

Aug 1, 2000

Other Rule
Reference(s)

(SAAM 10.10.15)

Traveler's responsibilities

A traveler on official state business is responsible for:

1. Being familiar with state and department travel and transportation rules and Guidelines before embarking on travel;
2. Securing prior authorization for travel;
3. Exercising the same care in incurring expenses and accomplishing the purposes of the travel that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, or luxury accommodations unnecessary or unjustified in the performance of official state business travel will not be reimbursed and/or may be deducted from a traveler's travel expense voucher;
4. Paying any excess costs and any additional expenses incurred for personal preference or convenience;
5. Returning as promptly as possible to either the official station or official residence when the state business is completed; and
6. Preparing the Travel Expense Voucher and providing appropriate documentation and attaching receipts as required (Refer to Subsection 10-7 for additional information). When receipts are not available, the traveler is to:
 - obtain a copy (mark copy as "Use As Original" in red ink); or provide a statement describing the reason for no receipt;
 - obtain authorization to pay from the approving authority or designee; and
 - attach to the travel expense voucher.



Chapter 10 WSDOT Travel Rules and Procedures

Section 2 Department Requirements and Restrictions

10-2.3 *Criteria for authorizing travel and approving travel Aug 1, 2000 alternatives*

Other Rule
Reference(s)

The department head or those who have been delegated the authority must use the following criteria in determining whether to authorize travel on official state business, and to determine what travel alternatives to authorize.

(SAAM 10.10.20)
(SAAM 10.10.35)
(SAAM 10.10.40)
(SAAM 10.40.60)
(SAAM 10.50.25)

1. Select the travel alternative that is most economical to the state.

For these regulation purposes, the term "economical" refers to the direct financial, work-related costs that occur at the least cost to the state for which the state is responsible to pay. The department must use this criteria except in the advantageous situations noted below.

- All costs must be considered such as: travel time, vehicle rental, parking, airfare, POV mileage, meals and lodging. A department memorandum detailing cost comparisons or a cost benefit analysis worksheet must be used to support the determination. If the most economical route is not taken due to the employee's preference, the excess costs will be the traveler's responsibility. The additional travel time over and above the most economical route of travel, is charged to compensatory time, annual leave, or leave without pay as appropriate.

2. Select the travel alternative that is most advantageous to the state.

For these regulation purposes, the term "advantageous" refers to non-financial work-related benefits accruing to the state, e.g., safety considerations, employee medical-health concerns, improved efficiency and/or effectiveness in achieving the department's program objectives.

The department may use this "advantageous" criterion only in the following situations:

- To ensure the health and safety of department travelers;
- To comply with the Americans with Disabilities Act;
- Situations for meals with meetings to expedite business or training; and
- Use of privately owned motor vehicles.

The following criterion is considered as personal and not essential to the transaction of official state business:

- The personal travel plans of the traveler shall not influence this criterion.



Chapter 10 WSDOT Travel Rules and Procedures

Section 2 Department Requirements and Restrictions

10-2.4 *Other travel alternatives* ***Aug 1, 2000***

Other Rule Reference(s)	The department is to develop and implement alternatives to travel, as well as less expensive means of travel. These methods should include, but are not limited to:
(SAAM 10.10.25) (SAAM 10.50.45)	<ul style="list-style-type: none">• Teleconferencing and video conferencing;• Video recordings and published reports;• Making transportation arrangements through state-qualified travel agents and using centrally contracted air carriers;• Car-pooling and greater use of public transportation;• Reduced frequency of regularly scheduled out-of-town meetings;• Restrictions on the number of staff traveling to the same destination; and• Coordinating between agencies for joint travel arrangements when more than one department is involved.

10-2.5 *Travel status considerations* ***Aug 1, 2000***

Other Rule Reference(s)	Considerations should include, but not limited to:
(SAAM 10.10.30) (SAAM 10.20.10)	<ol style="list-style-type: none">1. The department must ensure that the least cost option for all travel expenses is the primary consideration for approval of travel. The department should determine what types of travel costs are eligible for reimbursement and plan the itinerary of the traveler to eliminate any unnecessary travel in the performance of work assignments. Whenever it is feasible for two or more persons to travel on official state business in one vehicle, they are to do so;2. Before placing a traveler in travel status, the department is to determine for each occurrence whether it is more economical or advantageous (Refer to Subsection 10-2.3 for detailed information) to reimburse the traveler for meals and/or lodging, or to require the traveler to return to the <u>official station</u> or <u>official residence</u> daily or on weekends;

Chapter 10 WSDOT Travel Rules and Procedures

Section 2 Department Requirements and Restrictions

10-2.5 *Travel status considerations (continued)* Aug 1, 2000

3. Prior to assigning an employee to a new duty station, the appropriate authority must determine duration and nature (temporary or permanent) of the assignment.

The following criteria should be considered:

Primary Guidance: Seek the travel alternative that costs the department the least. Compare the cost of subsistence and/or lodging to the cost of more frequent return to the official station or residence. Include salary, overtime wages, and necessity for early arrival.

Mitigating Circumstances: Balance non-financial criteria with non-financial considerations. Examples of legitimate non-financial criteria include:

- Safety
- Employee medical or health concerns
- Work efficiency
- Compliance with the Americans with Disabilities Act (ADA)

Support for non-least cost options must be fully documented and supplemented with the appropriate travel payment vouchers.

Assignments lasting more than 30 days: Considered to be a change in official station unless it is clear that the assignment is temporary throughout its duration. A copy of the temporary duty assignment letter must be attached to each travel expense voucher during the assignments.

After 90 days: The responsible Approving Authority shall review assignments placing travelers in travel status at a temporary duty station to determine if the traveler's permanent official duty station should be changed. The review shall be in writing completed after every three months; and

4. The department should inform the traveler in advance of the possible federal tax implications of changes in duty station assignments (Refer to Internal Revenue Service Guidelines contained in Publication 463 for further information).



Chapter 10 WSDOT Travel Rules and Procedures

Section 2 Department Requirements and Restrictions

10-2.6 Health and safety of travelers Aug 1, 2000

Other Rule Reference(s)
(SAAM 10.10.35)

The health and safety of travelers is a top priority in the conduct of travel related activities.

When it is advantageous to establish and alter travel plans and itineraries with consideration of hazardous inclement weather and other situations that could threaten the health and safety of travelers, travelers must:

1. Promptly notify the traveler's supervisor of the change in travel plans;
and
2. Provide an explanation of the reason for the change and clearly identify any additional expense on the traveler's expense voucher.

For Example:

- In emergency situations, such as sudden on-set of incapacitating illness, the supervisor must be contacted as soon as possible. An explanation of the health or safety issue must also be noted on the traveler's Travel Expense Voucher.
 - When severe inclement weather is involved – prompt notification of the traveler's supervisor is required when an alteration of travel plans and itineraries due to severe inclement weather may result in extra travel expenses. The severe inclement weather condition must also be noted on the traveler's Travel Expense Voucher
-

10-2.7 Employer provided lodging and meals within 50 Aug 1, 2000 miles of official work station or residence (Emergency or Disaster Situations)

Other Rule Reference(s)
(SAAM 10.30.30.b)
(SAAM 10.40)
(SAAM 60.20.10)

Reimbursement for lodging and meal expenses incurred at the traveler's official station or official residence is prohibited except:

1. As provided for under the provisions meals with meetings and allowable moving costs;
and



Chapter 10 WSDOT Travel Rules and Procedures

Section 2 Department Requirements and Restrictions

10-2.7 *Employer provided lodging and meals within 50 Aug 1, 2000 miles of official work station or residence (Emergency or Disaster Situations) (continued)*

Other Rule
Reference(s)

(WSDOT M 30-14)

2. In emergency situations when the department head or designee determines that employees performing critical department functions must remain at their work stations.

When incidents are declared to be an emergency, Maintenance Superintendent or Designee(s) for the Director for Aviation and Ferries must obtain prior authorization from the Regional Administrator, Director or Designee for the payment of lodging and meals, unless a Travel Emergency Work Plan is on file with the Accounting Services Office (Refer to Appendix C for an illustrative example).

- Travel Emergency Work Plan is to be completed by the Maintenance Superintendent or Designee(s) for the Director for Aviation and Ferries and forwarded to Olympia Service Center, Accounting Services.

The Travel Emergency Work Plan must identify/include:

- Work Plan Number (this number should begin with the first two or three numbers of an organization code: EX: 301-01);
- Items 1 through 4 from Declaration of Emergency Form, DOT 540-02EF (Date of Emergency, SR, MP Location/Limited, and County);
- Position(s) names/numbers and/or an attached list of employees receiving payment of lodging and meals;
- Statement of work or tasks covered by the work plan;
- Accommodations/Restrictions instructions; and
- A copy of Declaration of Emergency Form, DOT 540-02EF.

Note(s):

- Each declared emergency situation is recorded on a Declaration of Emergency Form, DOT Form 540-021EF. Procedures for emergency declarations, and emergency work are contained in the *"Emergency Procedures Manual (M 30-14) and the Disaster Plan - Emergency Response Guide, Chapter 4."*
- Detailed procedures for authorizing and reporting travel costs incurred during an emergency are described in Appendix C.



Chapter 10 WSDOT Travel Rules and Procedures

Section 2 Department Requirements and Restrictions

10-2.8 *Americans with disabilities act* ***Aug 1, 2000***

Other Rule Reference(s) (SAAM 10.10.40)	Compliance with the Americans with Disabilities Act (ADA) is considered to be advantageous to the state. The Americans with Disabilities Act gives the department the authority to pay reasonable costs associated with accommodating disabled travelers. As explained in Chapter 4 of the Equal Opportunity Desk Manual, WSDOT is committed to providing reasonable accommodations for employees with disabilities as each situation may occurs.
---	---

It is the employee's responsibility to identify and notify the supervisor of any condition which may affect his/her ability to perform the assigned tasks, including temporary or permanent disabilities. When reasonable accommodations require additional costs to the department or other alternatives are being requested, prior written approval from the approving authority is required and must be forwarded to the Office of Equal Opportunity and kept in employees safety file.

Requests must be in writing and include:

- Purpose of request;
- Name of physician;
- Job Classifications;
- Description/List of the reasonable accommodations being requested;
- Specific length of time this document is approved/in effect (should not exceed one calendar year for temporary disabilities); and
- Attach written documentation from physician stating there is a need for reasonable accommodations.

ADA documentation will remain confidential, however, once approval has been obtained, travelers must note and clearly identify on the travel authorization and travel reimbursement forms which accommodation costs will be or were incurred to comply with the Americans with Disabilities Act. A statement indicating the department file location of the approved letter must also be referenced in the "Remarks" section of the travel reimbursement form being submitted.

Chapter 10 WSDOT Travel Rules and Procedures

Section 2 Department Requirements and Restrictions

10-2.8 *Americans with disabilities act (continued)* Aug 1, 2000

Examples of acceptable travel related accommodation costs (but not limited to) are:

- The traveler uses a wheel chair, and needs a larger airplane to accommodate the chair, even though less expensive flights are available on a smaller plane.
- The traveler requires additional travel to a different airport because they cannot be accommodated at a local airport.
- The traveler has a hearing or vision impairment that requires auxiliary aids and services to enable the traveler to successfully accomplish the purpose of the travel.
- Due to the disability, the traveler must stop overnight en-route to rest and recuperate.

10-2.9 *Using a state travel charge card* Aug 1, 2000

Other Rule The WSDOT Secretary or designee may authorize the issuance and use of a state travel
Reference(s) charge card to those travelers who travel on official state business. Each organization
(SAAM 10.10.45) shall maintain an accountability record for all state travel charge card issuance, changes,
and cancellations within the "Organization's Travel Charge Card System".

- Definition: The term "Organization Travel Charge Card System" encompasses the GA-authorized travel charge program (Central Travel Account), the rate schedule issued for the state's contract with the authorized motor vehicle rental company, and motor vehicle rental cards issued by or through the GA, Office of State Procurement (OSP).

The use of this system is required for the purchase of air travel arrangements. (Refer to Subsection 10-5.4.2 for additional information).

The use of this system is encouraged for the purchase of other common carrier travel. (Refer to Subsection 10-5.4 for additional information).

In cases where a state travel charge card system receipt is issued, the traveler is to attach the receipt to the Travel Expense Voucher (DOT Form 133-103 EF) or reference its file location.



Chapter 10 WSDOT Travel Rules and Procedures

Section 2 Department Requirements and Restrictions

10-2.10

Prior authorization for travel

Aug 1, 2000

Other Rule Reference(s)

All travel must be authorized in advance by the Approving Authority.

(SAAM 10.10.50)

Detail procedures for prior authorization to travel are described in the following tables:

1. **Authorization for all in-state travel:** Travelers must obtain prior approval from the appropriate approving authority orally or in writing before traveling.

In State Travel Authorization Table 10-2.10.a Procedures	
Employee	<ol style="list-style-type: none"> 1. Research most prudent travel modes and lodging consistent with economy, efficiency, and personal safety. Relocation and registration fees require authorization from the appropriate Approving Authority. 2. Prepare Travel Request Form 700-006 in the following situations: <ul style="list-style-type: none"> • 150% rule; • exception to 150% rule (actual cost) • airline travel or other common carriers; • car rental; and • combining personal leave with travel.
Approving Authority or Delegate	<ol style="list-style-type: none"> 3. Review Travel Request Form. Decides risk/benefit of any non-cancelable arrangements 4. When applicable, provide guidance regarding relocation (Refer to Subsection 10-9 for an illustrative example).
Travel Coordinator	<ol style="list-style-type: none"> 5. Makes transportation reservations. Obtains and delivers tickets to employee.
Employee	<ol style="list-style-type: none"> 6. Obtains authorization for changes in itinerary while in travel status. Pays any added costs for later reimbursement. (SAAM 10.10.50)

Chapter 10 WSDOT Travel Rules and Procedures

Section 2 Department Requirements and Restrictions

10-2.10 *Prior authorization for travel (continued)* Aug 1, 2000

2. Authorization for all out-of-state and out-of-country travel: Travelers must obtain prior written approval from the approving authority in writing before traveling.

Out of State and Out-of-country Travel Involving Overnight Stays Table 10-2.10.b Procedures	
<u>ANNUAL FISCAL YEAR - OUT-OF-STATE (COUNTRY) TRAVEL BUDGET PLAN</u>	
Approving Authority and Deputy Secretary of Operations	1. Develops and approves an annual fiscal year out-of-state or country travel budget (Refer to Appendix J for detailed instructions).
<u>UNANTICIPATED TRAVEL</u>	
Employee	<ol style="list-style-type: none"> 1. Research most prudent travel modes and lodging consistent with economy, efficiency, and personal safety. 2. Submit out-of-state section of Travel Request Form (TR), DOT 700-006 EF at least four weeks in advance of proposed departure date. This will allow the Approving Authority sufficient time to review the request and obtain the best possible travel rates.
Approving Authority or Delegate	<ol style="list-style-type: none"> 3. Ensure request is in compliance with travel Guidelines. Sign the Travel Request Form. Forward the TR to the Travel Liaison, Accounting Services Office for processing to the Office of the Deputy Secretary. 4. Returns a copy of the form to the traveler. Communicates any additional instructions or guidance obtained in the review process.
Employee	<ol style="list-style-type: none"> 5. Coordinates travel arrangements with the Organization Travel Coordinator. Obtains authorization for changes in itinerary while in travel status. Pays any added costs for later reimbursement. 6. Attaches copy of DOT Form 700-006 EF to Travel Expense Voucher.
<u>SPONSORED TRIPS</u>	
Employee and Approving Authority	<ol style="list-style-type: none"> 1. Identifies out-of-state or country participation by the department and confirms that Sponsor is paying for 75% of the travel expenses (if not then follow the unanticipated process). 2. Follows Unanticipated Travel steps referenced above, except approval of trip is by the approving authority only. 3. Attaches written documentation (i.e. memo or e-mail) from the sponsoring organization stating which travel expenses will be paid.



Chapter 10 WSDOT Travel Rules and Procedures

Section 2 Department Requirements and Restrictions

10-2.11 Aug 1, 2000

Meetings, conferences, conventions, seminars, and training sessions

Other Rule
Reference(s)

(SAAM 10.10.55)
(SAAM 50.50)

When meetings or conferences are necessary, the department must:

1. Give first preference to barrier-free locations at state or other publicly owned (e.g., local government) facilities in lieu of renting or leasing other facilities. Selection criteria to consider are:
 - cost;
 - the suitability of barrier-free facilities;
 - accessibility to attendees;
 - convenient location;
 - compliance with the Americans With Disabilities Act requirements; and
 - other relevant factors as determined in their selection.

WSDOT discourages hosting events at a rented/leased barrier-free non-state or public facility. If this must occur, the person responsible for the choice of location and facilities is to submit justification in advance in writing to the Deputy Secretary for Operations or designee for statewide meetings by using the Meeting Request Form DOT 700-003 EF. Approval for local events is the appropriate Regional Administrator, Assistant Secretary, or Modal Director.

Executives or their designee is responsible for assuring the number of travelers attending a particular conference, convention, seminar, meeting or training session is limited to the minimum necessary to benefit from the event.

The justification must include:

- The purpose and objective of the meeting;
- The name of the organizations or persons expected to attend and an estimated number of the attendees;
- An estimate of the anticipated cost to the state to include travel costs of all travelers attending the function. If meals are provided, costs must be in accordance with state rates (Refer to Appendix D) and reimbursement rules and procedures for meals with meetings (Refer to Subsection 10-3.7); and
- An explanation why state or public-owned barrier-free facilities cannot be used.

Chapter 10 WSDOT Travel Rules and Procedures

Section 2 Department Requirements and Restrictions

10-2.12
Aug 1, 2000

Coffee and light refreshments

Other Rule
Reference(s)
(SAAM 70.10.20)

Coffee and light refreshments may be purchased with state funds for use at department sponsored meetings or training sessions under limited conditions. This authority is not intended for use with the normal daily business of employees or officials.

For Example:

Many Project Engineer offices host a pre-construction meeting with the Contractor to discuss various issues relating to the project. These meetings are a normal part of doing business but are not something that is "regularly scheduled" with a particular Contractor. The meetings generally last from 1-3 hours.

Although the pre-construction meetings are not "regularly scheduled", the meetings are primary to the contract's success and part of the "scheduled process" used for construction contracts. Coffee and light refreshments should not be authorized under normal pre construction meeting circumstances. However, if you have unusual circumstances and an exceptional lengthy meeting is held, then you may give a one-time authorization: the circumstances must be thoroughly documented.

but rather for special situations (events) or occasions, as determined by the department, and where the "special event" criterion meets all of the following conditions:

1. The department has determined that coffee and light refreshment should be served at a special event. State funds must not be used for hosting activities including employee anniversaries, retirements or lobbying activities. The purpose of the event must be to conduct official state business or to provide formal training that benefits the department;
- and**
2. The refreshments are an integral part of the meeting or training;
- and**
3. Written approval describing meeting purpose and/or objective statement, and expected meeting outcome must be obtained from the Approving Authority prior to the event by using a Department memorandum or the Meeting Request Form, DOT Form 700-003 EF. Approving Authorities may delegate this responsibility at the Executive's discretion;

and

Chapter 10 WSDOT Travel Rules and Procedures

Section 2 Department Requirements and Restrictions

10-2.12

Aug 1, 2000

Coffee and light refreshments (continued)

and

4. Costs for refreshments are reasonable and prudent and evidenced by a receipt. The maximum coffee and light refreshment amount authorized for each attendee is:
 - for a one time occurrence, single morning or after lunch meeting, not to exceed 20% of the lunch allowance for the location;

and

 - for an all day meeting, not to exceed 40% of the lunch allowance for the location.
- For payment purposes: Use Sub Object Code EA21, Light Refreshment, for all food items, and Purchase Authority G1. Part of the cost for providing light refreshments are non food items such as cups, napkins, and utensils. This expense may be charged as each organization deems appropriate.
- Organizations should submit a payment voucher with the following documentation:
 - Approved document (Meeting Request Form, DOT Form 700-003 EF);
 - The purpose and objective of the meeting explaining how this is advantageous to the state [RCW 43.03.050 (3) and (4)]; and
 - Itemized receipt for all costs incurred.



Chapter 10 WSDOT Travel Rules and Procedures

Section 10-3 Meals

Table of Contents			3-i
Section	Effective Date	Title of Section	Page Number
10-3.1	January 1, 2000	Reimbursable meal costs	3-1
10-3.2	August 1, 2000	Meal allowance cost breakdown	3-3
10-3.3	August 1, 2000	Meal allowance eligibility	3-3
10-3.4	August 1, 2000	Taxable meal allowances	3-5
10-3.5	August 1, 2000	Non-reimbursable meals	3-7
10-3.6	August 1, 2000	Official meeting meals	3-7
10-3.7	August 1, 2000	Restrictions on official meeting meals	3-10



**Washington State
Department of Transportation**

**Accounting Manual M 13-82
Effective August 1, 2000**

Chapter 10 WSDOT Travel Rules and Procedures

Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 3 Meals

10-3.1 *Reimbursable meal costs* Aug 1, 2000

Other Rule
Reference(s)

(SAAM 10.30.70.b)
(SAAM 10.40.10)

Travelers may be entitled to a meal allowance while on official state business. A meal allowance is based on an entitlement and the traveler is not required to show proof of actually buying a meal. Managers are expected to control the departure and return times of the traveler to ensure unnecessary meal costs are not incurred by the department (travel time must be in support of the performance of official state business). Reimbursement is subject to the requirements and restrictions of this subsection:

1. The meal allowance rate is based on:
 - Non-overnight (same day travel) - For non-overnight (same day) travel assignments, all meals will be reimbursed at the rate in effect for the location of the traveler's last temporary duty station (where traveler last stopped for official state business).
 - Overnight travel - For overnight travel assignments, Federal Internal Revenue Service (IRS) Publication 463 requires all meals to be reimbursed at the rate in effect for the area where the traveler stops for sleep. The meal reimbursement rate for the last day of travel (return day) continues to be the rate for the location where the traveler last stopped for sleep (normally the lodging facility evidence by a receipt).
 - For non-mandatory attendance at seminars or professional meetings, the department has the right to negotiate all travel reimbursement. The department may reimburse meal expenses at a lower rate than the state rate, provided that reimbursement at a lower rate is agreed to in writing by the traveler in advance of the travel. The documentation must be attached to the travel expense voucher.
 - When an employee elects to use a travel trailer or camper in lieu of using a commercial lodging facility, reimbursement for meals is to be at the rates stated in Schedule A under the heading "Non-High Cost Locations".

When an employee is requested by the department to use their travel trailer or camper in lieu of commercial lodging, meals are reimbursed as part of the hourly per diem payment. (Refer to Subsection 10-4.8 for additional information).



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 3 Meals

10-3.1 *Reimbursable meal costs (continued)* Aug 1, 2000

2. Reimbursement is on an allowance basis. The allowance includes a basic allocation for a reasonable meal cost, incidental expenses (fees and tips given to porters, baggage carrier, etc. for personal services performed), sales tax, and customary tip or gratuity. The meal allowance should not exceed the amounts in effect at the time of travel, unless:
 - An exception is specifically provided by statute; or
 - As authorized by SAAM Subsection 10.40.20.

3. For meal allowances refer to:

- Schedule A: Lodging, Subsistence, and Mileage Rates For The Continental USA; and/or
- Schedule B: High Cost Lodging And Subsistence Rates For Continental USA; or
- Schedule C: High Cost Lodging And Subsistence Rates For The Non (areas outside/Alaska, Hawaii, etc.) Continental USA and Foreign.

Schedule C contains an additional incidental expense allowance that must be subtracted from the Federal rate. You must divide the total rate by 1.1 and then subtract the lodging amount identified on the Schedule C. The remainder is the amount allocated for meals (use calculations referenced below and round to the nearest dollar).

For Example A Trip Is Planned To Paris France:

Rate divided by x 1.1 - Rate Identified on Foreign Schedule For Lodging =
Meal Allowance

Paris \$161 divide by 1.1 = \$146 - 95 Lodging Rate = \$51 Meal Allowance
- Meal Allowance (B/ \$51 x 25%= \$13, L/\$51 x 30%=\$15, D/45%=\$23)

- Rates may be accessed at OSC Accounting Travel Web Site:

-
http://wwwi.wsdot.wa.gov/FASC/Accounting/Accounting_Systems/travel.htm

Chapter 10 WSDOT Travel Rules and Procedures**Section 10 - 3 Meals**

10-3.1 *Reimbursable meal costs (continued)*
Aug 1, 2000

4. When a traveler has special dietary requirements. It is the travelers responsibility to make special meal arrangements and to reference the arrangement in the remarks section on the travel voucher.
 5. When it becomes necessary to determine the amount to reimburse for individual meals (from the daily meals rate), use the following calculations rounded to the nearest dollar:
 - The breakfast portion is 25% of the set daily meals entitlement;
 - The lunch portion is 30% of the set daily meals entitlement; and
 - The dinner portion is 45% of the set daily meals entitlement.
-

10-3.2 *Meal allowance cost breakdown*
Aug 1, 2000

Other Rule	Costs include:
Reference(s)	
(SAAM 10.40.30)	<ol style="list-style-type: none">1. Cost of a meal including a non-alcoholic beverages.2. Incidental expenses.3. Any applicable sales tax.4. Any customary tip or gratuity.

10-3.3 *Meal allowance eligibility*
Aug 1, 2000

Other Rule	The traveler is responsible for understanding the criteria that must be met before meals can be claimed. Employees are expected to <u>NOT</u> purposely delay their return in order to qualify for unnecessary meal costs.
Reference(s)	
(SAAM 10.40.10)	
(SAAM 10.40.50)	



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 3 Meals

10-3.3 *Meal allowance eligibility (continued)* ***Aug 1, 2000***

The following two criteria must both be met to receive a meal allowance:

1. Be in travel status during the entire department determined meal period:
 - Travelers are expected to return promptly to either the official station or official residence when the state business is completed.
 - The department determined meal period is determined by the traveler's predominant work schedule for the week. For non scheduled work days, meal periods are considered the same time as they are for regularly scheduled work days.
For Example:

Meal Periods for Scheduled days off - If you work 4 - 10's then your meal periods are based on a ten hour work day on your days off. Similarly, if you work 8 nine hour days and 1 eight hour day, meal periods on days off are based on the nine hour work day.
 - Meals incurred at or between the employee's official station and/or official residence do not meet the eligibility requirements for being in travel status and will not be reimbursed.
2. Meet the Three Hour rule. The department determined meal period is defined as the Three Hour Rule, where:
 - A traveler must be in travel status for a minimum of three hours beyond the traveler's regularly scheduled work shift.
 - Three hour Rule on Scheduled Days off):

Any three hours in travel status on a scheduled day off qualifies for the three hour rule. However, to qualify for a meal on scheduled days off, you must be in travel status during your regularly scheduled meal period for that day. Meal periods for days off are the same as for days worked and are based on the predominant daily work schedule

Chapter 10 WSDOT Travel Rules and Procedures**Section 10 - 3 Meals**

10-3.3 *Meal allowance eligibility (continued)*
Aug 1, 2000

- The three hours may occur before, after, or a combination of both before and after the traveler's regularly scheduled work shift.

For the day in question, the employee must be in travel status at least (3) three hours outside of the regularly scheduled working hours;

- Breakfast: Be in travel status continuously for at least 1.5 hours immediately prior to the start of the regularly scheduled shift.
- Note: Continental breakfasts provided by a commercial facility, conference, meeting, or formal training session are not considered as a meal.
and
- Lunch: Be in travel status during the entire department determined mid-shift (lunch) meal period. (This period is the time the employee normally eats or, if eating times varies, one-half way through the regular schedule);
and
- Dinner: Be in travel status continuously for at least one and one-half hours immediately following the end of the regularly scheduled shift.

Notes:

- Meals served on airlines are not considered a meal.
- Refer to Subsection 10-1.8 for reimbursing non-WSDOT employees

Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 3 Meals

10-3.4 *Taxable meal allowances* Aug 1, 2000

1. For non-overnight (same day) travel assignments where meals were purchased employee's reimbursement WILL be reported as taxable income to the traveler.
 - For this purpose the IRS does not consider a person to be "in travel status" unless they are away from his/her tax home (official residence) overnight or the trip is long enough that the employee needs to stop for sleep or rest to perform duties. Napping in cars will not suffice as substantial rest.
 - All meals will be reimbursed at the rate in effect for the location of the traveler's last temporary duty station (where traveler last stopped for official state business).
 - Employee travel reimbursements will be paid through the Transportation Reporting and Accounting Information System (TRAINS) and payroll taxes will be reported through the State's central payroll system (Refer to Appendix I for additional information).
2. For overnight travel assignments, where meals were purchased employee's reimbursement will NOT be reported as taxable income to the traveler.
 - Federal Internal Revenue Service (IRS) Publication 463 requires all meals to be reimbursed at the rate in effect for the area where the traveler stops for sleep. The meal reimbursement rate for the last day of travel (return day) is the rate for the location where the traveler last stopped for sleep (normally evidenced by the previous day's receipt from the lodging facility).

Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 3 Meals

10-3.5 Non-reimbursable meals **Aug 1, 2000**

Other Rule
Reference(s)

(SAAM 10.40.40)
(SAAM 10.40.70)
(SAAM 10.40.80)
(SAAM 60.20.10)

When the following conditions exist, meals should not be reimbursed:

1. Reimbursement for meal expenses incurred at the traveler's official station or official residence is prohibited, except:
 - In emergency situations when the Secretary of Transportation determines that employees performing critical department functions must remain at their work stations.
 - As provided for under the provisions of Subsection 10-9, Relocation and Subsection 60.20.10 of the OFM State Administrative & Accounting Manual.
2. Reimbursement for meal expenses is not to be authorized when a traveler does not incur expenses for meals because they are furnished.

For example: When a meal(s) is furnished and where identifiable costs of meals are included in the lodging rate or registration fee of a meeting, conference, convention, or formal training session.

3. Refer to Subsection 10-3.7 for situations where meals with meetings cannot be reimbursed.

10-3.6 Official meeting meals **Aug 1, 2000**

Other Rule
Reference(s)

(SAAM 10.40.20)
(SAAM 10.40.60)

1. Official Meeting Meals At Non-State Organizations

The department head or authorized designee may approve reimbursement for the actual cost of the meal when the department requires the employee to attend a meeting that is being held or sponsored by a non-state organization and the meal cost as evidenced by a receipt exceeds the per meal allowance.

Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 3 Meals

10-3.6 *Official meeting meals (continued)* Aug 1, 2000

Receipts are to be attached to the Travel Expense Voucher (DOT Form 133-103 EF). The employee must include the meal cost receipt, noting the customary gratuity, to receive full reimbursement in situations when the meal cost exceeds the standard meal allowance.

The following approval conditions must be met:

- Approvals must be in writing;
 - One-time approvals for recurring meetings can be made at the time of the initial request; and
 - Approving Authorities may not delegate this responsibility.
-
- For non-mandatory attendance at seminars or professional meetings, reimbursement for meal expenses may be at less than the rates stated in Schedule A, Schedule B, or Schedule C, provided that in all instances reimbursement at a lower rate is agreed to in writing by the traveler in advance of the travel and attached to the travel expense voucher when requesting reimbursement.

2. Official Meeting Meals At Department Events

RCW 43.03.050 (3) and (4) provides for the department approving authority or authorized designee to authorize reimbursement for the allowable cost of meals, for certain meetings (includes conferences, conventions, and formal training sessions).

Under certain circumstances involving elective and appointive officials, state employees, and others (Non WSDOT Employees), the department is legally authorized to reimburse meals when meetings are at or away from the employee's or official's regular workplace regardless of travel status, and without regard to the Three Hour Rule (Refer to Appendix D meal rates). These meals must not exceed the meal allowance rate for that location.

Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 3 Meals

10-3.6

Aug 1, 2000

Official meeting meals (continued)

When the department requires a traveler to attend a meeting where meals are served the following criteria should be followed:

- The purpose of the meeting is to conduct official state business or to provide training to state employees or state officials;
and
- The meals are an integral part of the meeting;
and
- The approving authority or authorized designee approves payment for the meals in advance of the meeting by a signed approval statement or by using the Meeting Request Form, DOT Form 700-003EF (Refer to Appendix Q for an illustrative example).

- The following information is required:
 - The purpose and objective of the meeting explaining how this is advantageous to the state [RCW 43.03.050 (3) and (4)];
 - An estimated number of the attendees; and
 - An estimate of the anticipated cost to the department.

- Each office is responsible to maintain clear records for each event for which the department purchased meals. The approved statement or Meeting Request Form must be attached to the payment voucher.

The following approval conditions must be met:

- Approvals must be in writing;
- One-time approvals for recurring meetings can be made at the time of the initial request; and
- Approving Authorities may not delegate this responsibility.

Chapter 10 WSDOT Travel Rules and Procedures**Section 10 - 3 Meals**

10-3.6 *Official meeting meals (continued)*
Aug 1, 2000

- For payment purposes: Use Object Code GD03, Meals with Meetings, and Purchase Authority M1382, Accounting Manual. Submit a payment voucher with the following documentation:
 - Approved document (Meeting Request Form, DOT Form 700-003 EF);
 - List of attendees including the name of their organization if they are non-WSDOT employees. For non-WSDOT employees a copy of the Letter Agreement or Formal "Y" Agreement (excluding public involvement session); and
 - Itemized receipt for all costs incurred.

For Coffee and Light Refreshments refer to Subsection 10-2.12.

10-3.07 *Restrictions on official meeting meals*
Aug 1, 2000

- | | |
|---|--|
| Other Rule
Reference(s)

(SAAM 10.40.80) | The Department <u>may not</u> make expenditures for meals in the following situations: <ul style="list-style-type: none">• For anniversaries of department or organizations within the department;• Receptions for new, existing, and/or retiring employees or officials, election celebrations, etc.; and• Any "hosting" activities. "Hosting" includes, but is not limited to, those activities that are intended either to lobby a legislator or a governmental official, or are to be a social rather than governmental business event, and include expenditures for meals for those whom department is not legally authorized to reimburse. |
|---|--|



Chapter 10 WSDOT Travel Rules and Procedures

Section 10-4 Lodging

Table of Contents			4-i
Section	Effective Date	Title of Section	Page Number
10-4.1	January 1, 2000	Reimbursable lodging costs	4-1
10-4.2	August 1, 2000	Exception to lodging expenses for the normal return night	4-3
10-4.3	August 1, 2000	Exception to the 50 mile rule	4-4
10-4.4	August 1, 2000	Exception to the maximum allowable lodging rates - 150% Rule	4-5
10-4.5	August 1, 2000	Restrictions on actual cost for lodging accommodations - Exception to the 150% rule	4-7
10-4.6	August 1, 2000	Non-reimbursable lodging costs	4-8
10-4.7	August 1, 2000	Payment of lodging accommodations	4-9
10-4.8	August 1, 2000	Alternatives to hotel/motel lodging	4-10



**Washington State
Department of Transportation**

**Accounting Manual M 13-82
Effective August 1, 2000**

Chapter 10 WSDOT Travel Rules and Procedures



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 4 Lodging

10-4.1 *Reimbursable lodging costs* ***Aug 1, 2000***

Other Rule Reference(s)	Travelers may be entitled to lodging expenses while on official state business. Reimbursement is subject to the requirements and restrictions of this subsection.
(SAAM 10.30.10)	<ol style="list-style-type: none">For Temporary Duty Station assignments reimbursement is allowed for lodging expenses when the temporary duty station is located more than fifty (50) miles (most direct route) of the closer of either the traveler's <u>official residence</u> or <u>official station</u>.<ul style="list-style-type: none">Reimbursement of lodging expenses incurred at a lodging facility located at either the traveler's official station or official residence is prohibited except:<ul style="list-style-type: none">as an allowable moving cost as provided in Subsection 10-9;in emergency situations when the department determines that employees performing critical department functions must remain at their work stations; andwhen an employee acting in a custodial or leadership role must, as part of their duties, lodge with clients of the department.Reimbursable lodging expenses are the basic room rate plus any applicable sales taxes and/or hotel/motel taxes (Refer to Appendix D for current state rates). Lodging tips or gratuities <u>will not</u> be reimbursed due to these types of expenses are considered incidental expenses (fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses, and other for personal services performed). An incidental expense allowance is included within the daily lodging rate for the area of travel.<p>The traveler is reimbursed actual cost, <u>as evidenced by a receipt</u>, for a single basic room up to the maximum lodging rate (government room rate), based on that location, unless:</p><ul style="list-style-type: none">An exception is specifically provided by statute, orAuthorized by Subsection 10-4.2 - 10-4.5.

Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 4 Lodging

10-4.1 *Reimbursable lodging costs (continued)* Aug 1, 2000

For maximum lodging rates, refer to Schedule A: Lodging, Subsistence, and Mileage Rates For The Continental USA and/or Schedule B: High Cost Lodging And Subsistence Rates For Continental USA, or Schedule C: High Cost Lodging And Subsistence Rates For The Non Continental USA and Foreign, at OSC Accounting Travel Web Site:

http://wwwi.wsdot.wa.gov/FASC/Accounting/Accounting_Systems/travel.htm

Travelers may be reimbursed taxes paid on lodging in addition to the Maximum Lodging Amounts contained in Schedules A and B. Lodging Costs in excess of the allowance and the associated taxes on the excess will be paid by the traveler. When this occurs, taxes are to be prorated between the allowable and the unallowable costs. Code the payment of taxes on lodging as lodging expense, Sub object GA or GF, as applicable.

The employee is to return promptly to either the official duty station or official residence when the state business has been completed. If the employee is authorized to stay an additional day then the traveler is to promptly return the next day or as soon as possible thereafter. (Subsection 10-1.6 discusses rules regarding documentation of travel for the convenience of the employee).

3. Costs incurred by a traveler during occupancy of a commercial lodging facility(s) rented on other than a daily basis, such as on a weekly or monthly basis, may be reimbursed. This may not to exceed the total costs obtained by multiplying the number of days involved times the applicable daily lodging amount(s) as follows:
 - For Schedule A or Schedule B, add the lodging taxes to the lodging allowance amount.
 - For Schedule C, use the lodging allowance amount shown (includes all taxes on lodging).

Travelers requesting reimbursement must attach original lodging receipts to their travel expense voucher.

Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 4 Lodging

10-4.1 *Reimbursable lodging costs (continued)* **Aug 1, 2000**

4. Unless an emergency situation exists, employees will not be reimbursed for lodging expenses claimed within 50 miles of the official residence or official station (refer to employer provided lodging and meals within 50 miles of official work station or residence in Subsection 10-2.7).
5. For non-mandatory attendance at seminars or professional meetings, the department has the right to negotiate all travel reimbursement. The department may reimburse lodging expenses at less than the rates stated in Schedule A, Schedule B or Schedule C, provided that reimbursement at a lower rate is agreed to in writing by the traveler in advance of the travel. This documentation must be attached to the travel expense voucher.
6. In the case of department wide sponsored events, the maximum allowable lodging amounts for state employee meetings, conferences, conventions, and training sessions may not always be sufficient for the department to rent properties with the facilities needed for these purposes. When this occurs, the department may increase the lodging reimbursement up to 125% of the maximum allowable lodging rates contained in Schedule A, Schedule B, or Schedule C.
7. For other exceptions to the maximum allowable lodging amounts (Refer to Subsections 10-4.4 and 10-4.5).

10-4.2 *Exception to lodging expenses for the normal* **Aug 1, 2000 *return night***

- | | |
|---|--|
| Other Rule
Reference(s)

(SAAM 10.30.50) | When the traveler does not return to his/her official residence or official station on the normal return night (as defined in the glossary), the traveler is to promptly return the next day or as soon as possible thereafter.

The department may reimburse under one of the following three conditions: |
|---|--|



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 4 Lodging

10-4.2 **Exception to lodging expenses for the normal** **Aug 1, 2000 return night (continued)**

1. When the overnight stay is more economical to the state, justification must be attached to the traveler's Travel Expense Voucher.
2. The health and safety of travelers (as defined in Subsection 10-2.6) is considered advantageous to the state and may justify an overnight stay.
3. Compliance with the Americans with Disabilities Act (ADA) is considered advantageous to the state and may justify an overnight stay (Refer to Subsection 10-2.8). The Travel Expense Voucher must be annotated that the extra costs were incurred to comply with the ADA.

10-4.3 **Exception to the 50 mile rule** **Aug 1, 2000**

Other Rule

Reference(s)

(SAAM 10.10.35)

(SAAM 10.30.30.b)

When requesting an exception to the 50 Mile Rule, prior written approval is required from the approving authority or designee. This written documentation is to be attached to the employee's travel expense voucher.

Under one of the following three conditions, reimbursement for lodging expenses is allowed when the temporary duty station is located within fifty (50) miles (most direct route) of the closer of either the traveler's official residence or official station.

1. An overnight stay in a commercial lodging facility to avoid having a traveler drive back and forth for back-to-back late night/early morning official state business.
 - The amount of time between close of business on the first day and the start of business on the second day must be 11 hours (3 hours personal time and 8 hours of sleep) or less.



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 4 Lodging

10-4.3

Aug 1, 2000

Exception to the 50 mile rule (continued)

2. When the health and safety of travelers is of concern as provided for in Subsection 10-2.6. Prompt notification of the traveler's supervisor is required when an alteration of travel plans and itineraries occurs and the change may result in extra travel expenses.

- Emergency Health Situation:

In emergency situations, such as a sudden on-set of incapacitating illness, the supervisor should be contacted as soon as possible. An explanation of the health or safety issue must also be noted on the traveler's travel expense voucher.

Severe Inclement Weather Is Involved - The severe inclement weather condition must also be noted on the traveler's travel expense voucher.

3. When the approving authority can demonstrate that staying overnight is more economical to the state.

- A cost benefit analysis (Worksheet - Least Cost Benefit Analysis or a Department Memorandum) must be attached to the travel expense voucher.

The department may request in writing an exception to this regulation for other unique conditions from the Director of OFM (Refer to Subsection 10-2.7 for department exception - Performing critical department functions during emergencies).

10-4.4

Aug 1, 2000

Exception to the maximum allowable lodging rates - 150% rule

Other Rule
Reference(s)

(SAAM 10.30.20)

Occasionally under certain situations, lodging costs may exceed the allowable maximum lodging rate. The department head or authorized designee may approve payment of lodging expenses not to exceed 150% of the applicable maximum per diem amounts listed in Schedule A, Schedule B, or Schedule C.



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 4 Lodging

10-4.4 *Exception to the maximum allowable lodging Aug 1, 2000 rates - 150% rule (continued)*

When any exception (150% Rule) to the Maximum Allowable Lodging Amount is used, the following rules must be followed:

- One of the following situations must exist and prior written approval (a statement that describes why an exception was necessary) must be obtained from the approving authority or authorized designee:
 1. When a traveler is assigned to accompany an elected official, a foreign dignitary, or others as authorized by law, and is required to stay in the same lodging facility.
 2. When costs in the area have escalated for a brief period of time either during special events or disasters.
 3. When lodging accommodations in the area of the temporary duty station are not available at or below the maximum lodging amount, and the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation and other costs.
 4. The traveler attends a meeting, conference, convention, or training session where the traveler is expected to have business interaction with other participants in addition to scheduled events. Further, it is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facility where the meeting, conference, convention, or training session is held.
 5. To comply with provisions of the Americans with Disabilities Act (Refer to Subsection 10-2.8), or when the health and safety of the traveler is at risk (Refer to Subsection 10-2.6).
 6. When meeting room facilities are necessary and it is more economical for the traveler to acquire special lodging accommodations such as a suite rather than to acquire a meeting room and a room for lodging.



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 4 Lodging

10-4.4 *Exception to the maximum allowable lodging Aug 1, 2000 rates - 150% rule (continued)*

The written approval for the exception, signed by the approving authority or authorized designee, must be included as part of the payment document and the number of the situation for the exception should be referenced in the comment section of the payment document.

- The traveler is to select the most economical room available under the circumstances.
- The department is not to treat any employees differently under like travel circumstances.
- The authorized room rate does not exceed:

Meals (+) Lodging = Normal Per Diem (x) 1.5 = 150% amount

For Example: \$30 (+) \$55 = \$85 (x) 1.5 = \$127.50 rounded to \$128.00

10-4.5 *Restrictions on actual cost for lodging Aug 1, 2000 accommodations - Exception to 150% Rule*

Other Rule
Reference(s)

(SAAM 10.30.20)

The Department may approve payment of lodging expenses in excess of the 150% rule and pay actual cost when an exceptional conditions exists that results in unusually high expenses. Prior written approval should be obtained by the approving authority or authorized designee

An exceptional condition exists when all three of the following conditions exists and prior written approval (a statement that describes the unusual circumstances and why an exception was necessary) must be obtained from the approving authority or authorized designee and will be attached to the payment document:

Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 4 Lodging

10-4.5 *Restrictions on actual cost for lodging accommodations - Exception to 150% Rule (continued)*

Aug 1, 2000

- The traveler is required to attend a meeting, conference, convention, or training session where the traveler is expected to have business interaction with other participants in addition to scheduled events;
 - and**
 - It is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facility where the meeting, conference, convention, or training session is held;
 - and**
 - The lowest available advertised lodging rate at the lodging facility exceeds 150% of the applicable maximum per diem amount for the location. Documentation supporting the lodging rates is to be attached to the travel voucher or reference the file location. It is recommended that traveler's obtain at least three phone quotes from other hotels in that location.
-

10-4.6 *Non-reimbursable lodging costs*

Aug 1, 2000

Other Rule
References

The following types of lodging-related costs shall not be reimbursed:

- | | |
|--|--|
| <p>(SAAM 10.30.30.a)
(SAAM 10.30.40.c)
(SAAM 60.20.10)</p> | <ol style="list-style-type: none"> 1. Lodging tips or gratuities. 2. Lodging expenses incurred at a lodging facility located at either the traveler's official station or official residence, except for relocation as provided in Appendix H. 3. Lodging expense incurred at a lodging facility or temporary duty location located within 50 miles of either the official residence or official station, except as provided in Subsection 10-4.3. 4. Personal and non essential costs associated with lodging (Refer to 10-4.1 for detailed costs) 5. Lodging expenses is not authorized when a traveler stays at a non-commercial lodging facility, such as a <u>private/family residence, state provided facilities, etc.</u> 6. Additional charges for family members accompanying the employee. |
|--|--|



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 4 Lodging

10-4.7 *Payment of lodging accommodations* *Aug 1, 2000*

Other Rule
Reference(s)

(SAAM 10.30.60)

Options for paying lodging accommodations include:

1. Department of General Administration - authorized individual corporate charge card (Refer to Subsection 10-2.9 and Appendix K for detailed information).
 - Travelers are to attach detailed lodging receipts to the Travel Expense Voucher (DOT Form 133 103 EF).
2. Direct Payment To Vendor By The Department

Each organization is responsible for setting up direct billing to the department (Contact the appropriate financial office for guidance, and/or refer to Subsection 10-6.1 and Appendix L, Direct Billing - Lodging for illustrative examples and detail instructions).

- Department Responsibilities:

Payment by the department for such an arrangement may not exceed the amount normally reimbursable to the employee(s). Costs incurred by an employee during occupancy of a commercial facility rented on other than a daily basis, such as on a weekly or monthly, may be reimbursed not to exceed the total obtained by multiplying the number of travel days involved times the applicable daily lodging amount(s) contained in Appendix D.

Required vendor payment documentation includes, but is not limited to:

- List of persons (names and organizations) for whom such services are provided and dates of their attendance.
- Vendor billing in sufficient detail to ensure payments are in conformance with purchasing Procedures and the accepted agreement.

Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 4 Lodging

10-4.7 *Payment of lodging accommodations* Aug 1, 2000 *(continued)*

- A copy of a letter of agreement or field order between vendor and the department setting forth the services to be rendered by the vendor and the charges thereof should be on file (Refer to Appendix L, Direct Billing - Lodging for additional information).
- Employee responsibility:
 - Employees are to verify billing address at the time of check in; and
 - Employees are to review and sign the bill, paying for any excess above the allowable expense when checking out.
- 3. Employee pays by personal resources

Travelers are to attach detailed lodging receipts to the Travel Expense Voucher, DOT Form 133 103 EF.

10-4.8 *Alternatives to hotel/motel lodging* Aug 1, 2000

Other Rule
Reference(s)

(SAAM 10.30.70)
(SAAM 10.30.40.c)

1. Using a travel trailer, camper, or motor home
 - For convenience of the employee
 - Approval to use a motor home, travel trailer, or camper must be authorized in advance.
 - Reimbursement is limited to actual space rental costs (as evidenced by a receipt from a commercial facility) not to exceed the maximum non-high cost location lodging rate shown in Schedule A.

Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 4 Lodging

10-4.8 *Alternatives to hotel/motel lodging (continued)* Aug 1, 2000

- When an employee is using a personal trailer, camper, or motor home the employee will not be paid an additional reimbursement for the use of a personal travel trailer, camper, or motor home.
- When a travel trailer, camper, or motor home is rented or leased, the employee will not to be reimbursed for this cost.
- For convenience of the department

The department head or authorized designee, with the traveler's concurrence, may authorize in advance the use of a privately-owned travel trailer or camper when all of the following conditions exist:

- Suitable commercial lodging is not available;
and
- State lodging is not provided;
and
- There is a benefit to the state for the traveler to remain at the temporary work station.

In this situation, the traveler is to be reimbursed at the hourly, non-high cost per diem rate shown in Schedule A.

For Example: If the non high cost rate is \$85.00, then divide by 24 hours = \$3.54 per hour. The traveler stayed 60 hours so reimbursement would be 60 x \$3.54 = \$212.40.

2. Using houses, apartments or dormitories.

- The non standard lodging facility must be operated as a viable business offering accommodations to the general public.
- A cost benefit analysis must support that the total reimbursement does not exceed the allowable lodging rate.



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 4 Lodging

10-4.8 *Alternatives to hotel/motel lodging (continued)* *Aug 1, 2000*

- Prior written approval must be obtained from the approving authority or designee. A statement describing why the situation supports an exception to commercial lodging should be included.
- Reimbursement is not to exceed the total reimbursement at the maximum lodging rate for each day of actual occupancy.
- Add benefit for state provided (extras) phone and utilities
- For relocation expenses refer to Subsection 10-9.



Chapter 10 WSDOT Travel Rules and Procedures

Section 10-5 Transportation

Table of Contents			5-i
Section	Effective Date	Title of Section	Page Number
10-5.1	August 1, 2000	Reimbursable transportation costs	5-1
10-5.2	August 1, 2000	Mileage - privately owned vehicle (POV) and privately owned aircraft	5-1
10-5.3	August 1, 2000	Renting motor vehicles	5-3
10-5.4	August 1, 2000	Common carriers	5-5
10-5.5	August 1, 2000	Changes to itinerary may affect reimbursement	5-9
10-5.6	August 1, 2000	Using state owned vehicles	5-10



**Washington State
Department of Transportation**

**Accounting Manual M 13-82
Effective August 1, 2000**

Chapter 10 WSDOT Travel Rules and Procedures



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 5 Transportation

10-5.1 Reimbursable transportation costs **Aug 1, 2000**

Other Rule	Reimbursable <u>transportation expenses</u> include the costs of all necessary <u>official state</u>
Reference(s)	<u>business</u> travel on railroads, airlines, ships, buses, private motor vehicles, and other
	usual means of conveyance.
(SAAM 10.50.10)	
(WSDOT M 53-50)	Drivers are responsible for costs incurred when driving a state, private, or rental vehicle if
(WSDOT D 53-51)	these costs were incurred due to negligence of the traveler.
(WSDOT D 16-03)	

10-5.2 Mileage - privately owned vehicle (POV) and **Aug 1, 2000 privately owned aircraft**

Other Rule	Types of mileage eligible for reimbursement:
Reference(s)	
	1. To/From Destination mileage may be based on:
(SAAM 10.50.20)	
(SAAM 70.50.50)	<ul style="list-style-type: none">• Point-to-point<ul style="list-style-type: none">– In-State - WSDOT Highway map
	<p><u>Point-to-point mileage in the state</u> is to be determined on the basis of the distances shown on the latest Department of Transportation Official State Highway Map.</p>
	<ul style="list-style-type: none">– Out-of-State - Standard highway mileage guide
	<p>Out-of-state mileage is to be determined on the basis of standard highway mileage guides.</p>
	<ul style="list-style-type: none">• Actual Mileage from:<ul style="list-style-type: none">– Odometer readings (beginning and ending miles):
	<p>If actual odometer readings are used, then vicinity miles need not be broken out. However, specifics about where the traveler is going and for what purpose must be noted in the "Purpose of Trip" column.</p>

Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 5 Transportation

10-5.2 Mileage - privately owned vehicle (POV) and Aug 1, 2000 privately owned aircraft (continued)

- Washington State Ferries (WSF)
 - Actual mileage is to be determined using the WSF Schedule A.

- Private Air Craft Mileage

NOAA Charts: Private aircraft mileage is based on the distance between airports on National Oceanic Atmospheric Administration (NOAA) airways charts and is available from the Aviation Division.

2. Vicinity Mileage based on actual odometer reading (beginning and ending miles).
 - Readings are to be shown on the Travel Expense Voucher, DOT Form 133-103 EF as a separate figure.
 - Specifics about where the traveler is going and for what purpose must be noted in the "The Purpose of Trip" column.
 - If "point-to-point" mileage is used, note this fact on your travel expense voucher in the "The Purpose of Trip" column.

10-5.2.1 Restrictions on privately-owned motor vehicle Aug 1, 2000 usage

Other Rule
Reference(s)
(SAAM 10.50.25)

Commuting - The travel between official residence or other domicile and official duty station or other place of work, is a personal obligation and is not reimbursable by the state.

All other official state business mileage is reimbursable. Because of the potential of misuse in this area, the department cautions all organizations to strictly adhere to Subsection 10-2, Department Requirements and Restrictions.

Approving authorities are to establish controls to ensure all claims for personal vehicle mileage are for travel that is both critical and necessary for department business.

Whenever possible, a state vehicle should be used in lieu of POV mileage.

Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 5 Transportation

10-5.2.1 *Restrictions on privately-owned motor vehicle* *Aug 1, 2000 usage (continued)*

Requirements for privately-owned motor vehicle use:

- A state provided vehicle is not available (Refer to M53-50);
- Employees who drive their personal vehicle regularly are encouraged to have a business rider added to their personal insurance;
- Employees may bring family members and other passengers on business trips in private vehicles. However, the State of Washington can't provide secondary liability insurance coverage for injuries to passengers not performing official state business;
- Accidents while driving a privately owned vehicle on state business must be reported to Olympia Service Center Claims Administration Branch. The employee's liability insurance provides primary liability coverage. Proof of liability insurance must be maintained in all private vehicles used on state business; and
- Reimbursement for the use of a privately owned motor vehicle is payable to only one traveler when two or more travelers are traveling in the same motor vehicle on the same trip.

10-5.3 *Renting motor vehicles* *Aug 1, 2000*

Other Rule
Reference(s)

(SAAM 10.50.35)

Rental vehicles may be used for official state business under the following conditions:

- A state owned or operated motor vehicle is not available;
Public transportation is not appropriate;
- or
- The use of the rental motor vehicle is advantageous to the state, more economical than other conveyance, or necessary state business cannot be accomplished otherwise (e.g., mail, telephone, etc.);
- and
- Use has been approved in advance by the agency head or authorized designee through a state travel charge card system or rental car contract (Refer to subsection 10-2.9 for a description). Document this by using a Travel Request Form (Refer to Appendix Q for an illustrative example).



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 5 Transportation

10-5.3 *Renting motor vehicles (continued)* Aug 1, 2000

Motor vehicle rental cards, if used, will be issued by the department head or authorized designee. Cards and other guidance may be obtained at the following locations:

- Olympia Service Center - Administrative Services Office
- Washington State Ferries - Director's Office
- Regions - Regional Administrator's Executive Secretary and/or Administrative Officer's staff.

10-5.3.1 *Restrictions on renting motor vehicles* Aug 1, 2000

Other Rule Obtain rental vehicles from rental firms under contract by the Office of State Procurement
Reference(s) using a motor vehicle rental card where accepted.

(SAAM 10.50.35) If no contract vendor is available, or in cases of emergency, the traveler may use other resources available. Traveler must attach documentation for reimbursement.

If the traveler does not have access to a state travel charge card system, the traveler's personal financial resources may be used to obtain the rental motor vehicle. Approval must be obtained in writing from the organization's Travel Coordinator.

When the traveler is billed individually and seeks reimbursement for purchase of rental car services, the traveler should attach the original receipt for the costs to the Travel Expense Voucher (Refer to Appendix Q for an illustrative example).

Transporting of unauthorized passengers in a rental vehicle is prohibited. The State of Washington will not provide liability protection to any unauthorized passengers in the event of an accident.

Drivers must be familiar with the principles of the following Departmental guidance:

- M 53-50, Use of State Provided Motor Vehicles;
- D 53-51, WSDOT Vehicle Commuter Ridesharing (Fleetride); and
- D 16-03, Tort Claims (describes how to report accidents in rental and state vehicles used on official state business).



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 5 Transportation

10-5.3.1 *Restrictions on renting motor vehicles (continued)* Aug 1, 2000

The state contract for rental of motor vehicles does not authorize vehicles to be used for other than official state business. Therefore, when a traveler couples a personal vacation with official state business, the traveler is required to execute a personal contract to rent a motor vehicle for the vacation portion of the trip. Failure to do so, may violate the state ethics law.

A traveler may personally rent a vehicle and charge the official business mileage at the state mileage rate and all rules and Procedures regarding the use of POV apply.

The state contract for rental of motor vehicles includes full insurance coverage for department authorized passengers. The state will not reimburse travelers for the additional cost of insurance coverage purchased on state contract vehicle rentals.

10-5.4 *Common carriers* Aug 1, 2000

Other Rule
Reference(s)

(SAAM 10.50.60)

Official state business travel on railroads, airlines, ships, buses, and other usual means of conveyance is an allowable transportation expense. Each office is responsible to maintain clear records for each event which the department purchased travel by a common carrier. Other criteria to consider are:

- Transportation expenses should be purchased at the lowest applicable cost;
- Documentation to support the purchase decision and confirmation of travel by the traveler must be attached to all payment documents;
- If a ticket issued by a common carrier is not used or the department incurs additional fees due to personal reasons, the traveler is responsible for reimbursing the department for the full amount when the invoice is received; and
- If a ticket is unused at the end of the fiscal year, the ticket cost is to be assessed for materiality and recorded in the concluding fiscal year as an asset rather than expenditure in accordance with fiscal year end closing procedures.



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 5 Transportation

10-5.4.1 Common carrier ticket controls **Aug 1, 2000**

Other Rule
Reference(s)
(SAAM 10.50.40)

The department is responsible for establishing an effective system for management and control over advance ticket purchasing for all approved in-state, out-of-state, and out-of-country trips involving air, bus, train, and other forms of transportation by a common carrier.

When the department determines it can save money by taking advantage of discounts offered by a common carrier for advance bookings and payments, it is authorized to pay for common carrier tickets prior to a scheduled trip if the following conditions are met:

- The ticket is purchased through the CTA (Corporate Travel Account) Program administered by the Department of General Administration (GA) or by utilizing best buy procedures described in the purchasing manual (Refer to M 72-80) ;
and
- The department retains control of the ticket.

This includes:

- Physical control over paper ticket;
 - Tracking of electronic ticket purchases (ticketless); and
 - Tickets or confirmation code should be delivered to travelers in a timely manner.
-

10-5.4.2 Purchasing airfare **Aug 1, 2000**

Other Rule
Reference(s)
(SAAM 10.50.45)
(SAAM 10.50.80)

The Department must use the following criteria when purchasing airfare:

1. Use WSDOT Travel Request Form, DOT 700-006 EF for requesting/authorization of travel by air (Refer to Appendix Q for an illustrative example);
2. Use the air travel services provided by air carriers through contracts awarded by GA. The only exception is for conditions stated in the contract document. Where a city pair contract exists, such as between Seattle and San Francisco, reimbursement may be made up to the contract airfare amount.

Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 5 Transportation

10-5.4.2 Purchasing airfare (continued) Aug 1, 2000

The department may make reimbursement above the contract airfare only:

- For allowable conditions as stated within the contract documents; and
 - When the air carrier does not have seats available for the desired destination. Reimbursement above the air fare contract will be at the lowest applicable air fare not to exceed tourist class or its equivalent. This reimbursement limitation may be exceeded, if necessary, when complying with the ADA (Refer to Subsection 10-2.8 for detail information);
3. All air travel should be purchased only by the department's Corporate Travel Account (CTA) coordinators or designee;
4. All purchases of air travel arrangements must be made through a GA-qualified travel agency or direct from the airlines except when:
- There is no state contract fare for the routes to be traveled. Contact your travel coordinator for the current list of qualified travel agencies;
or
 - Flight times do not meet the traveler's requirements;
or
 - Airfares can be obtained at a lesser price from another travel agency or a licensed air travel wholesaler for the same required itinerary (must be substantiated by three fare quotes from different qualified travel agencies);
and
- Prior written approval must be obtained from the approving authority or authorized designee (department designated travel coordinator). The request for approval must include documentation of the quotes, a cost benefit analysis, name of traveler, date and time of quote, dollar amount, and source from which the quote was obtained (must be a licensed travel agent and fares offered to the general public). All documentation must be attached to the payment document;
- or**

Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 5 Transportation

10-5.4.2 Purchasing airfare (continued) Aug 1, 2000

- Emergency or Exceptional situations where the employee purchases a ticket. Purchases must be approved by the approving authority or authorized designee (department designated travel coordinator). Reimbursement will be limited to the lesser of the ticket price or the state contract price. Written documentation must be attached to the payment voucher;

State Contracts may be accessed at OSC Accounting Travel Web Site:

http://wwwi.wsdot.wa.gov/FASC/Accounting/Accounting_Systems/travel.htm

5. Normally, the maximum reimbursement for transportation expenses via non-air common carriers is the lowest applicable fare not to exceed the lowest class fare. The reimbursement limitation may be exceeded, if necessary for the health and safety of the traveler, and when disabled persons (and a personal care attendant, if necessary for the disabled person to travel) are required to travel.
6. Discount airfare tickets for international routes may be purchased from an air travel wholesaler who is not a qualified travel agent if all the following conditions are met:
 - There is no state contract fare for the international routes to be traveled;
and
 - Quotes (telephone or written) have been requested from at least two qualified travel agencies for the required itinerary. Written documentation of the quotes must include, in a cost benefit analysis, name of traveler, date and time of quote, dollar amount, and source from which the quote was obtained and must be attached to the payment document. For employee purchased tickets, reimbursement will be limited to the lesser of the ticket price or the state contract price;
7. Airfares can be obtained at a lesser price (than fares quoted by the qualified travel agency) from another travel agency or an air travel wholesaler for the same required itinerary; and
8. The department is required to seek a refund for unused tickets. The department is to treat such refunds as recoveries of expenditures.



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 5 Transportation

10-5.4.3 *Restrictions on airport selection* Aug 1, 2000

Other Rule Reference(s)	Use the criteria for selecting travel alternatives stated in SAAM 10.10.20 for airport selection. In most cases, this means the department must select the most economical alternative.
(SAAM 10.50.55)	<ul style="list-style-type: none"> • Use of the local airport is assumed to result in travel expenses that are most <u>economical</u> to the state. Travelers are expected to use their <u>local airport</u> when traveling by regularly scheduled air service on state business, unless an alternative meets one of the criteria and conditions noted in SAAM10.10.20. • A "Local Airport" is the airport that offers regularly scheduled air service that is closest to the point from which travel begins. In most situations it would be the airport closest to the traveler's residence. For out-of-state destinations, the closest airport that provides direct out-of-state flights may be considered the local airport. • The traveler is to provide documentation to support a decision to use an airport other than the local airport. This documentation is to be attached to the payment voucher. • If the traveler chooses another airport for reasons other than those specified in SAAM 10.10.20, the traveler must bear any costs in excess of the most economical costs.

10-5.5 *Changes to itinerary may affect reimbursement* Aug 1, 2000

Other Rule Reference(s)	If there is an authorized change in itinerary while in travel status to conduct official state business, the traveler, whenever possible, pays the added cost using:
(SAAM 10.50.70)	<ul style="list-style-type: none"> • State travel charge card; and/or • Personal financial resources.

The traveler is to document the circumstances and attach a copy of the receipt for the added cost to the Travel Expense Voucher (Refer to Appendix Q for an illustrative example).



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 5 Transportation

10-5.6 *Using state owned vehicles-*

Aug 1, 2000

Other rule
reference(s)

(WSDOT M 53-50)

(WSDOT M 53-51)

- Operator responsibilities and requirements:
 - Use of a state owned vehicle is for official business only or for authorized commuting;
 - All drivers must have a valid driver's license in their possession;
 - Drivers must drive defensively and courteously at all times;
 - Drivers must obey all state traffic laws;
 - Supervisors are responsible to assure that drivers comply with state laws and are familiar with the contents of M 53-50, "Use of State Provided Motor Vehicles" and D 16-03, "Tort Claims";
 - Drivers of state owned vehicles are under constant scrutiny and are very vulnerable to criticism. Criticism can be kept to a minimum by carefully following all traffic and ethics laws and being a considerate driver;
 - Commuting with state vehicles may be authorized for certain vehicles when meeting stringent requirements for official state business. These are fully stated in M 53-50 and D 53-51. Use of these vehicles is considered a federally taxable benefit;
 - All vehicles used for official state business must carry accident report forms; and
 - The employee is responsible for maintaining the good appearance of an assigned vehicle, regardless of the length of assignment.
- Obtaining a General Administration Motor Pool Vehicle
 - Reservations can be made in person or by phone. The following information is needed:
 - Drivers name;
 - Date and time of pick up and return;
 - Destination;
 - Agency name;
 - Number of passengers; and
 - Driver's phone number



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 5 Transportation

10-5.6 *Using state owned vehicles (continued)- Aug 1, 2000*

- Picking up the reserved vehicle:
 - Valid drivers license;
 - Agency Vehicle Authorization Card (Yellow Card); and
 - You will receive a fuel card from the motor pool;
- Returning the vehicle
 - Return the vehicle with at least $\frac{3}{4}$ tank of gas. If not there is a fee that will be charged for fueling the vehicle;
 - When possible return the vehicle to the fenced area;
 - Return keys to dispatch and notify them of the parking number and ending mileage; and
 - Night drop is available, but you will have to make arrangements with dispatch at time of pick up.;
- Canceling a reservation

If plans are changed and you no longer need the vehicle, contact the dispatcher and cancel the reservation, or there will be a charge for "No show".



Chapter 10 WSDOT Travel Rules and Procedures

Section 10-6 Miscellaneous Travel Expense

Table of Contents			6-i
Section	Effective Date	Title of Section	Page Number
10-6.1	August 1, 2000	Direct bill expenses	6-1
10-6.2	August 1, 2000	Reimbursable miscellaneous travel costs	6-2
10-6.3	August 1, 2000	Restrictions on career development travel expenses	6-4
10-6.4	August 1, 2000	Non-WSDOT employee's interviewing expenses	6-6



Chapter 10 WSDOT Travel Rules and Procedures



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 6 Miscellaneous Travel Expense

10-6.1

Aug 1, 2000

Other Rule
Reference(s)

(SAAM 10.60.20)
(SAAM 10.80.50)
(SAAM 10.80.55)
(WSDOT M 72-80)

Direct bill expenses

Whenever possible, the traveler should not pay for motor vehicle rentals, registration fees, rental of rooms for official state business, and other miscellaneous travel expenses.

The traveler should request the vendor of the services to bill the department in accordance with prescribed department purchasing requirements. The traveler is responsible for:

- Assuring the vendor will establish a direct bill invoice to the department (ex: hotel / motel direct bill agreements have been established for each organization within WSDOT);
- Contacting the vendor to make advance reservations;
- Confirming services were received;
- Returning receipts or request for reimbursement in a timely manner;
- Documenting any special circumstances concerning the Direct Bill Invoice in writing to the Travel Coordinator or Financial Services office.

For example, a hotel / motel reservation:

- Confirm the direct bill account is active (if not, contact the organization Travel Coordinator or the Financial Services Office).
- Check the rate - some rates may exceed the maximum allowable.
- Confirm the direct bill address: provide the hotel / motel with the account number and any special instructions required by the organization.
- Guarantee the room (when necessary) using a *personal* credit card - the direct bill does not guarantee it. Whether the room is guaranteed or not, reservations must be canceled if plans change, and the accommodations are no longer needed.

Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 6 Miscellaneous Travel Expense

10-6.1 *Direct bill expenses (continued)* Aug 1, 2000

- At the time of check in:
 - be prepared to provide identification showing proof of employment with WSDOT. (e.g. check stub, insurance card, scan plus card, etc.).

- At the time of check out:
 - verify correct billing address;
 - verify the charges. All charges other than room, tax and parking must be paid.
 - if there are discrepancies, try to resolve them and notify your Travel Coordinator or Financial Services Office of potential problems as soon as possible; and
 - sign the invoice.

Request reimbursement and document in the "Remarks" section on the travel expense voucher "Direct Bill" with the name of the hotel / motel and attach all supporting receipts.

10-6.2 *Reimbursable miscellaneous travel costs* Aug 1, 2000

Other Rule
Reference(s)

(SAAM 10.10.40)
(SAAM 10.60.10)
(SAAM 10.80.40)

Miscellaneous travel expenses essential to the transaction of official state business are reimbursable to the traveler. Attach receipts when applicable to payment documents. Reimbursable expenses include, but are not limited to:

- Taxi fares (including a customary tip or gratuity), transit fares, motor vehicle rentals, parking fees, and ferry and bridge tolls;
- Registration fees required in connection with attendance at approved conventions, conferences, and official meetings. (For payment purposes, charge registration fees to EG01 or conference and/or seminar fees to EG02 object account codes; use purchase authority G4c). These fees would normally be invoiced and paid separately, not included on the Travel Voucher;

Chapter 10 WSDOT Travel Rules and Procedures**Section 10 - 6 Miscellaneous Travel Expense****10-6.2
Aug 1, 2000*****Reimbursable miscellaneous travel costs
(continued)***

- Rental of a meeting room in a hotel or other place which is used to transact official state business. The meeting room rental is reimbursable as a separate item when authorized in advance by the department head or authorized designee (Meeting Request Form, DOT 700-003 EF refer to Appendix Q). This rental would be coded to object account ED03 using purchase authority G4c;
- Non-SCAN telephone charges. Report the person called and purpose of each call on travel voucher. Brief personal calls due to change(s) in travel plans are permitted - use SCAN system when possible. If available, backup documentation should be attached to the Travel Voucher;
- Hotel/motel surcharges on official state business phone calls;
- Charges for necessary facsimile (fax) services;
- Charges for necessary stenographic, typing, and copying services;
- The actual cost of laundry and/or dry cleaning expenses, as evidenced by a receipt, is authorized for travelers in continuous travel status for five (5) or more consecutive days. Use of a coin-operated Laundromat is allowable. If a receipt for a coin-operated Laundromat is not available, the traveler may claim actual expenses up to \$50 on the "Detail of Other Expenses" portion of the Travel Expense Voucher;
- Mandatory fees charged by lodging facilities for items such as room safes, however employee should deny charges when possible;
- Gas, oil, other service, and/or minor repairs to state-owned vehicles when special situations did not permit the use of state-owned facilities. These charges are reimbursed by the Transportation Equipment Fund (TEF). This should be reimbursed separately, not included on the travel voucher. Contact appropriate TEF Accounting or Financial Services Office for further instruction;
- Personal care attendant services required by ADA qualified employees; and
- Career development (detailed information referenced below in Subsection 10-6.3).

Questions concerning other allowable costs should be directed to your organization Travel Coordinator or Financial Services Office.



Chapter 10 WSDOT Travel Rules and Procedures

10-6.3 Aug 1, 2000

Restrictions on career development travel expenses

Other Rule
Reference(s)

(SAAM 70.20.30)
(WSDOT D 73-50)
(WSDOT M 3009)

The following table offers procedures to the most common Career Development Travel Expenses.

To insure correct reimbursement procedures are followed, travelers must obtain prior approval from their executive or designee before the event occurs.

Exceptions for uncommon career development events may be approved by the executive or designee, but must be requested and approved in writing. This documentation must be attached to the travel expense voucher.

Travel expenses may be reimbursed at rates not to exceed the established state rate . All travel expense rules and procedures apply (Ex: treatment for all Standard per diem rules such as the 50 mile rule, 3 hour rule, and prompt return rule). Travel expenses may include:

- Transportation expenses;
- Per diem expenses, and
- Other miscellaneous travel costs.

Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 6 Miscellaneous Travel Expense

**10-6.3
Aug 1, 2000**

Restrictions on career development travel expenses (continued)

Table 10-6.3 Reimbursable Career Development Travel Expenses	
Reimbursable	Non-Reimbursable
<ul style="list-style-type: none"> Interviews by WSDOT employees within the department. <ul style="list-style-type: none"> Costs are controlled by and charged to the potential gaining organization. Copy of travel voucher processed by home organization sent to interviewing organization. Exams <ul style="list-style-type: none"> Professional licenses and certificates used within WSDOT. Examples are: Transportation Engineers (who wish to take the EIT or PE exam), Bridge Engineers (who wish to take the Structural Engineering Exam) and Right of Way Agents (who wish to take the Appraiser Exam):. <p>Employees should verify eligibility with their supervisor.</p> Employee who is an appellant in a position allocation appeal hearing involving consideration of a <u>WSDOT initiated request</u>. <ul style="list-style-type: none"> Also covers involvement in an appeal from a WSDOT or Department of Personnel review of a classification or classification series. State Civil Service exams for WSDOT classifications. Examples are exams for Transportation Engineer 3 and Maintenance Supervisor, and other administrative classifications. <p>Employees should verify eligibility with their supervisor.</p> Department sponsored training. <p>Note: Directive - D 73-50 provides further guidance regarding reimbursable and non-reimbursable expenses</p>	<ul style="list-style-type: none"> Interviews by WSDOT employees outside the department. Other licensing exams. <ul style="list-style-type: none"> Preparatory courses for professional licenses and exams. Employee who is an appellant in a position allocation appeal hearing involving consideration of an <u>employee initiated request</u> that conflicts with WSDOT findings. <ul style="list-style-type: none"> Travel expenses are reimbursable if the employee wins the appeal. All other examinations. Travel associated with: <ul style="list-style-type: none"> Fellowship and advanced degree programs; Tuition Reimbursement Program; and Tuition Waiver program



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 6 Miscellaneous Travel Expense

10-6.4 **Aug 1, 2000**

Non-WSDOT employee's interviewing expenses

Other Rule
Reference(s)

(WSDOT M 3009)

The department may reimburse prospective employees for the cost of travel expenses associated with job interviews for managerial exempt positions, Washington Management Service positions, and Washington General Service engineering positions that are at the level of Transportation Engineer 4 level or higher.

Hiring authorities must obtain written approval from:

- the organization's executive or designee;
- the WSDOT Office of Human Resources (will obtain approval from Department of Personnel); and
- the Deputy Secretary of Operations

before advising candidates, who are interviewing for a position, that they will be reimbursed for allowable travel expenses. The written authorization must be attached to the travel voucher.

Detail procedures for prior authorization to pay interviewing expenses for a non-WSDOT employee are described in the following table:



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 6 Miscellaneous Travel Expense

**10-6.4
Aug 1, 2000**

Non-WSDOT employee's interviewing expenses (continued)

Non-WSDOT Employee Interview Expense Authorization Table 10-6.4 Procedures	
Interviewing Manager	1. Prepares a written request and a Travel Request (TR) Form, DOT 700-006 EF describing the purpose and benefit , and estimated costs to the department for paying the prospective employees' travel expenses.
	2. Forwards written request and TR to organization executive for signature.
Approving Authority or Delegate	3. Reviews written request and TR. Decides risk/benefit for the organization and forwards request to WSDOT Office of Human Resources.
Office of Human Resources	4. Reviews request and forwards request to the Department of Personnel for approval.
Department of Personnel	5. Reviews request and forwards approved request to the WSDOT Office of Human Resources.
Office of Human Resources	6. Retains copy for files and forwards approved request to Organization Executive or designee.
Approving Authority or Delegate	7. Reviews request and TR for complete cost information and forwards request to Deputy Secretary for Operations for approval.
Deputy Secretary for Operations	8. Reviews and approves request and returns to requesting organization.
Approving Authority or Delegate	9. Forwards approved request and TR to Interviewing Manager
	10. Schedules interviews and processing of travel arrangements and expenses.
Interviewing Manager	Note: Approved request and TR must be attached to the travel expense voucher of interviewee.
	11. When applicable, provide guidance regarding reimbursement process.



Chapter 10 WSDOT Travel Rules and Procedures

Section 10-7 Travel Expense Claims - Advances and Travel Expense Voucher

Table of Contents			7-i
Section	Effective Date	Title of Section	Page Number
10-7.1	August 1, 2000	Travel expense advances	7-1
10-7.2	August 1, 2000	Reimbursement process - travel expense voucher	7-2
10-7.3	August 1, 2000	Miscellaneous expenses exceeding \$50	7-9
10-7.4	August 1, 2000	Internal Revenue Service guidelines affecting travel advances and travel expense vouchers	7-9



**Washington State
Department of Transportation**

**Accounting Manual M 13-82
Effective August 1, 2000**

Chapter 10 WSDOT Travel Rules and Procedures



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 7 Travel Expense Claims - Advances and Travel Expense Voucher

10-7.1

Aug 1, 2000

Travel expense advances

Other Rule

Reference (s)

(RCW 43.03.170 -190)
(SAAM 10.80.60)

When it is necessary for an employee to be away from the official station and residence and to incur reimbursable expenses, employees may request and the department may make an advance to the employee. The following rules apply:

1. The purpose of the advance is to defray the employee's allowable expenses other than personal automobile expenses while traveling on department business. The advance cannot be used for any other purpose.

Items for consideration when issuing an advances are:

- An advance is made for the employee to expend for state purposes only while performing official duties. No advance for any purpose will be considered as a loan to the employee and any unauthorized disbursement of the advance is considered a misappropriation of state funds by the employee concerned;
 - In accordance with RCW 43.03.170, advances for the operation of privately owned vehicles are prohibited;
 - Extra caution should be taken when issuing travel advances to non-permanent employees (e.g., temporary employees);
 - Traveler is prohibited from using a state travel charge card to pay for travel expenses if a travel advance has been issued to cover those expenses;
 - Advances should be eliminated after three months of continuous operation when the employee has had an opportunity to prepare for carrying the financial burden on a regular basis.
4. Subsequent advances will not be issued until prior advances have been cleared.



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 7 Travel Expense Claims - Advances and Travel Expense Voucher

10-7.1 Aug 1, 2000

Travel expense advances (continued)

5. Encourage travelers to apply for the state sponsored travel charge card. Details regarding the advantages of the state travel card system can be obtained from the region and division financial offices or the organization's travel coordinator. Temporary employees are excluded.
6. Use DOT Form 133-102, "Travel Expense Advance" (Appendix Q). Advances will not be granted for travel involving only one overnight stay. Exceptions may be granted by the travel administrator on a case-by case basis.
7. The normal advance will be the total projected reimbursable subsistence and lodging expenses less \$30.00 for a period not to exceed thirty (30) calendar days or \$2,400.00. If the net result is under \$30.00, no advance will be made.
8. Accounting for Advances:
 - Advances are to be issued only through the Olympia Service Center, Washington State Ferries, or the Regional Financial Services Office.
 - Employees requiring an advance should make a reasonable effort to make the request at the earliest possible time (two weeks prior to departure) so that the voucher/warrant process is used.
 - Travel advances will be accounted for by the 10th of the month following the month the advance was issued or the month containing the travel period. The employee is responsible for returning to the department any unexpended portion of the advance promptly after completion of the travel period for which the advance was made.



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 7 Travel Expense Claims - Advances and Travel Expense Voucher

10-7.1

Aug 1, 2000

Travel expense advances (continued)

9. Repayment of the Advance by the Traveler

- When a traveler fails repay an advance, the full unpaid amount shall become immediately due and payable with interest of ten (10) percent per annum from date of default until paid.
- To protect the state from any losses on account of travel advances made, the state has a prior lien against and shall withhold any and all amounts payable or to become payable by the state to such officer or employee up to the amount of such travel advance and interest at a rate of ten percent per annum, until such time as repayment or justification has been made.

10-7.2

Aug 1, 2000

Reimbursement process - travel expense voucher

Other Rule
Reference (s)

(SAAM 10.80.20)
(SAAM 10.80.40)

Controls must include the following:

- Travelers shall submit a fully itemized Travel Expense Voucher on one of the following schedules:
 - Weekly; **or**
 - Semi-Monthly; **or**
 - By the 10th of the following month; **or**
 - At the end of a planned trip or travel period; **or**
 - Quarterly (If the amounts are less than \$25 per month)
- The executive or their designee reviews and approves the voucher.



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 7 Travel Expense Claims - Advances and Travel Expense Voucher

10-7.2
Aug 1, 2000

Reimbursement process - travel expense voucher (continued)

- Detail procedures for completing the Travel Expense Voucher are described in the following table:

Travel Expense Voucher Table 7.2 Procedures	
Traveler	<ol style="list-style-type: none">1. Vouchers must be completed in black or blue ink or by using the electronic version, (DOT Form 133-103 EF refer to Appendix Q).2. Provide traveler information at the level of detail requested on the form.<ul style="list-style-type: none">• Complete: Name, vendor number (SSN), regular scheduled work hours - days [i.e. - (31) 0730-1730 M-Th, 0730-1630 EOF], official station, official residence, address, city, state, zip code, Work Plan/Trip # when required, Last Date of Travel, and Primary Mode of Travel fields.• Fill in the space "Month/Day" the date of travel: (i.e. 07/04).• Fill in the "Trip" column the location the traveler is going from and to.• Fill in time of departure and return, including a.m or p.m.• Calculate Meals - Fill in the meal allowance amount that you are entitled to claim. Always be sure to mark the meals which were furnished and note under the remarks section.• Calculate Lodging - Fill in amount traveler paid including tax or mark and note in remarks section below where lodging was direct billed or not incurred.

Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 7 Travel Expense Claims - Advances and Travel Expense Voucher

**10-7.2
Aug 1, 2000**

Reimbursement process - travel expense voucher (continued)

Travel Expense Voucher Table 7.2 Procedures	
Traveler (continued)	<ul style="list-style-type: none"> • Calculate Odometer - Calculate mileage reimbursement in accordance with the rate specified in Schedule A. Traveler may use point-to-point map miles based on the department's official Highway Map or actual odometer readings. <ul style="list-style-type: none"> – If point-to-point map miles are used, this is to be noted on in the "Remarks Section" of the Travel Expense Voucher. – Vicinity miles must be substantiated using odometer readings, and the specifics about where the traveler is going and for what purpose must be noted in the "Purpose of Trip" column. • Describe in the "PURPOSE OF TRIP" column, the purpose of the trip. There should be enough detail to document that the travel was essential to carry out the necessary work for the department. • Complete "Remarks Section" if additional explanation is needed to calculate travel reimbursement. <p>Examples of travel activities requiring additional explanation (but not limited to):</p> <ol style="list-style-type: none"> two or more employees travel together in the same car (naming the employee(s), date of travel and the travel destination; authorization to travel was granted by an organization work plan (requires work plan reference number); reimbursement is for out-of-state or out-of-country travel (requires work plan or trip number); vicinity miles; lodging was paid by direct bill; and other explanation for substantiation of reimbursement.



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 7 Travel Expense Claims - Advances and Travel Expense Voucher

10-7.2
Aug 1, 2000

Reimbursement process - travel expense voucher (continued)

Travel Expense Voucher Table 7.2 Procedures	
Traveler (continued)	<ul style="list-style-type: none">• Attach any commercial lodging receipts when required. Except for daily per-diem payments made to members of Boards, Councils, Commissions, or Committees refer to Section 8.• Claim reimbursement for Registration Fees by recording the amount on Travel Expense Voucher under block captioned "Detail of Other Expenses" and on the appropriate date line under column caption "Other per Detail." Attach supporting documentation to the Travel Expense Voucher.• Attach receipts for allowable miscellaneous expenses (official state business) for amounts in excess of \$50 (per event or total number of days - ex: three days in travel status), plus any applicable tax.• Receipts are not required for the following items, but should be provided when available:<ul style="list-style-type: none">– Transit fares, ferry fares, bridge and road tolls;– Taxi and limousine fares when necessary and on official state business;– Telephone calls where it is necessary to use a coin box or where telephone calls cannot be charged (Refer to Subsection 6.2 for additional information);– Laundry coin box when services are performed by the employee and receipts are not provided; and– Day parking fees (per event or total number of days expense are incurred) under \$50 of travel when receipts are not provided.▫ <u>Record</u> these expenses under block captioned "Detail of Other Expenses" and on the appropriate date line under the column caption "Other per Detail."



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 7 Travel Expense Claims - Advances and Travel Expense Voucher

10-7.2
Aug 1, 2000

Reimbursement process - travel expense voucher (continued)

Travel Expense Voucher Table 7.2 Procedures	
Traveler (continued)	<ul style="list-style-type: none">• Claim for actual cost of laundry and/or dry cleaning expenses may be reimbursed for travelers in continuous <u>travel status</u> for five (5) or more days. Use of a coin operated laundromat is allowable. If a receipt for a coin operated laundromat is not available, the traveler may claim actual expenses up to \$50. on the "Detail of Other Expenses" portion of the Travel Expense Voucher.• Complete the "Account Code" section.• Sign the Travel Expense Voucher in black or blue ink. <p>3. When receipts are lost or not available, provide a statement of explanation and note in the "Remarks" section on the Travel Expense Voucher.</p> <p>For example:</p> <ul style="list-style-type: none">• Transit fares, bridge and road tolls, taxi and limousine fares when a receipt cannot be obtained.• Telephone calls when it is necessary to use a coin box telephone or where the telephone call cannot be charged to the traveler's office telephone extension. <p>4. Submit the Travel Expense Voucher to the appropriate approving authority for review and signature.</p>



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 7 Travel Expense Claims - Advances and Travel Expense Voucher

**10-7.2
Aug 1, 2000**

Reimbursement process - travel expense voucher (continued)

Travel Expense Voucher Table 7.2 Procedures	
Approving Authority	<ol style="list-style-type: none"> 1. Review expenses claimed by employee on Travel Expense Voucher for compliance with travel rules. 2. Signify approval of expenses claimed by signing in block captioned "Approving Authority". 3. Forward Travel Expense Voucher and all supporting documentation to the appropriate financial office.
Financial Office	<ol style="list-style-type: none"> 1. Audit Travel Expense Voucher for accuracy. (If need be, return Travel Expense Voucher to traveler for clarification or correction). 2. Process payment voucher for traveler. (Payment Vouchers are to be processed for payment no later than ten (10) working days after the receipt of a <u>properly completed, signed</u> and approved Travel Expense Voucher). 3. Forward a copy of payment vouchers for relocation expenses to OSC Accounting Services, Payroll.
Department's Chief Financial Officer	<ol style="list-style-type: none"> 1. Signs Travel Voucher of Secretary of Transportation <p>The Secretary of Transportation is to be reimbursed for travel expenditures only after both he/she and the department's chief financial officer (Assistant Secretary for Finance and Administration Service Center) have signed the Secretary of Transportation's Travel Expense Voucher certifying travel expense voucher is in compliance with state travel policy. When the chief financial officer is not available, the Chief of Accounting Services may sign the voucher. The chief financial officer's signature does not relieve any responsibility from the Secretary of Transportation for any fraudulent action related to travel reimbursement.</p>



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 7 Travel Expense Claims - Advances and Travel Expense Voucher

10-7.3

Aug 1, 2000

Other Rule
Reference (s)

(SAAM 10.80.50)

Miscellaneous expenses exceeding \$50

The travel expense voucher is NOT to include expenses for miscellaneous materials and supplies exceeding \$50, plus applicable tax. Such items are to be purchased in accordance with M-72-80, Purchasing Manual requirements and taken along on the trip.

If it is necessary to purchase unanticipated materials and supplies while traveling, reimbursement should be requested on an invoice voucher (DOT Form 134-139 EF).

10-7.4

Aug 1, 2000

Other Rule
Reference (s)

(SAAM 10.80.70)

Internal Revenue Service regulations affecting travel advances and related travel expenses

The Federal Internal Revenue Service (IRS) has implemented tax rules affecting travel advances. The IRS requires travelers receiving travel advances to substantiate their travel expenses by submitting a travel expense voucher and to return to their employer any unspent portions of the travel advance within a reasonable time period (60 days from the end of the travel for which the advance was issued). If the traveler does not substantiate the travel expenses, the traveler's employer is required to report the amount of the travel advance as income in Box 1 of Form W-2. This payment is subject to applicable payroll withholding taxes.

For purposes of state travel regulations the traveler must meet the following timeliness criteria:

- If a traveler substantiates a travel expense in accordance with state travel regulations on a state Travel Expense Voucher within sixty (60) days following receipt of the advance, the traveler will have met the reasonable time period requirement. The travel expenses the traveler incurred will not be considered income.
- If a traveler returns to the employer any unspent portion of a travel advance within 120 days after incurring a travel expense related to the travel advance, the traveler will have met the reasonable time period requirement. When this occurs, the unspent portion of the travel advance will not be considered income.



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 7 Travel Expense Claims - Advances and Travel Expense Voucher

**10-7.4
Aug 1, 2000**

Internal Revenue Service regulations affecting travel advances and related travel expenses

When a traveler fails to meet either of the timeliness criteria stated in the paragraph above, the department is required to consider the unsubstantiated travel expense and the unspent portion of the travel advance as income and must deduct the applicable payroll withholding taxes from the travelers next semi-monthly earnings.

The department's TRAINS Accounting System provides reporting to the Financial Offices for tracking the timeliness criteria in order to comply with this IRS regulation. (refer to *IRS Publication 463, Travel, Entertainment, Gift, and Car Expenses and Appendix I for additional information*).



Chapter 10 WSDOT Travel Rules and Procedures

Section 10-8 Boards, Commissions, or Committees

Table of Contents			8-i
Section	Effective Date	Title of Section	Page Number
10-8.1	August 1, 2000	Types of boards, commissions, or committees	8-1
10-8.2	July 1, 2000	Meal and lodging reimbursement for members serving in an advisory, coordinating or planning capacity	8-1
10-8.3	July 1, 2000	Meal and lodging reimbursement for members serving in a rule-making capacity	8-2
10-8.4	August 1, 2000	Coffee and light refreshments	8-3



**Washington State
Department of Transportation**

**Accounting Manual M 13-82
Effective August 1, 2000**

Chapter 10 WSDOT Travel Rules and Procedures



Chapter 10 WSDOT Travel Rules and Procedures

Section 10-8 Boards, Commissions, or Committees

10-8.1 Aug 1, 2000

Other Rule
Reference(s)

(SAAM 10.70.10)

Types of boards, commissions, or committees

There are two general categories of Boards, Commissions, or Committees:

- Advisory, coordinating, or planning capacity; and
- Rule making capacity.
 - For example, the Transportation Commission is established as a Class Four Board per RCW 43.03.250.

Reimbursement for travel expenses is dependent upon the type of board, commission, or committee that members are assigned to and the payment option selected.

10-8.2 Jul 1, 2000

Other Rule
Reference(s)

(SAAM 10.70.20.a)
(SAAM 10.70.20.b)

Meal and lodging reimbursement for members serving in an advisory, coordinating, planning or rule making capacity

This subsection addresses reimbursement for those persons appointed to serve on any state board, commission, or committee in an advisory, coordinating, or planning capacity. This encompasses individuals serving on:

- A Class One board, commission, or committee as established in RCW 43.03.220; and
- Others - Any part-time board, commission, council, committee, or other group of similar nature not covered by RCW 43.03.220 but established by the executive, legislative, or judicial branch to participate in department business in primarily an advisory, coordinating, or planning capacity.



Chapter 10 WSDOT Travel Rules and Procedures

Section 10-8 Boards, Commissions, or Committees

10-8.2 Meal and lodging reimbursement for members Jul 1, 2000 serving in an advisory, coordinating, planning or rule making capacity (continued)

Except as otherwise provided by law, all members serving in an advisory, coordinating, or planning capacity (class one or others), if entitled to reimbursement of travel expenses, are to be reimbursed for meals and lodging at the state rates as identified in Schedule A, B, and C. Members attending meetings and performing other official business are considered to be in travel status and the three hour rule and official station rule does not apply. Exception to the Maximum Allowable Lodging Amounts may not be used in cases where individuals paid under this option are attending board meetings.

Appointment and/or agreement letters should be on file with the participating organization.

10-8.3 Meal and lodging reimbursement for members Jul 1, 2000 serving in a rule-making capacity

Other Rule
Reference(s)

This subsection addresses reimbursement for those persons appointed to serve on any state board, commission, or committee in a rule making capacity.

(SAAM 10.70.30.a)
(SAAM 10.70.30.b)

- For Example: The Transportation Commission is reimbursed as a rule making member.

Except as noted in SAAM Section 10.70, Transportation Commission members will follow the rules detailed in Appendix O, Chapter 10 of the WSDOT Accounting Manual.

Individuals serving on either a Class Two, Three, Four, or Five board, commission, council, or committee are to be reimbursed allowable meal and lodging expenses on the same basis, and under the same regulations, as regular state officials and employees, unless specifically provided otherwise in statute.

Chapter 10 WSDOT Travel Rules and Procedures**Section 10-8 Boards, Commissions, or Committees**

**10-8.3 Meal and lodging reimbursement for members
Jul 1, 2000 serving in a rule-making capacity (continued)**

All members, if entitled to reimbursement of travel expenses, are to be reimbursed using the state rates as identified in Schedule A, B, and C. Members attending meetings and performing other official business are considered to be in travel status and the three hour rule and official station rule does not apply. Reimbursement is to be claimed on a Travel Expense Voucher (DOT Form 133-103 EF). Exception to the Maximum Allowable Lodging Amounts may not be used in cases where individuals paid under this option are attending board meetings.

Appointment and/or agreement letters should be on file with participating organization.

**10-8.4 Coffee and light refreshments
Aug 1, 2000**

Other Rule
Reference(s)

All legally authorized boards, commissions, or committees may provide coffee and/or light refreshments at their official public meetings (including executive sessions).

(SAAM 10.70.70)



Chapter 10 WSDOT Travel Rules and Procedures

Section 10-9 Relocation Assistance

Table of Contents			9-i
Section	Effective Date	Title of Section	Page Number
10-9.1	August 1, 2000	Reimbursable relocation assistance	9-1
10-9.2	August 1, 2000	Reimbursement benefits	9-3
10-9.3	August 1, 2000	Federal tax liabilities	9-5
10-9.4	August 1, 2000	Reimbursement process for relocation expenses	9-5



Chapter 10 WSDOT Travel Rules and Procedures



Chapter 10 WSDOT Travel Rules and Procedures

Section 10-9 Relocation Assistance

10-9.1 Aug 1, 2000

Reimbursable relocation assistance

Other Rule
Reference(s)

(RCW 43.03.110-120)
(WSDOT M 72.80,
Purchasing Manual,
Chapter 11, WSDOT
Moving Guide)
(WSDOT M 3009)

The WSDOT Moving Guide focuses on rules and procedures that govern the physical move of the new employee. Newly hired employees qualifying for relocation expenses should work through the WSDOT OSC Purchasing Office to ensure that the move is accomplished with a minimum of personal and financial inconvenience. Approving authorities are responsible for establishing effective organization controls.

Controls must include the following:

1. The decision to offer relocation compensation to a candidate, and the specific entitlements, must be approved in advance.
 - WSDOT employees who have accepted a position in another geographic area - approved by the executive in the receiving organization.
 - "Open Competitive and Out of State Candidates" - the executive must seek approval from DOP before offering to pay for relocation expenses. Such requests should be routed through WSDOT's Human Resource Director.
2. For per diem allowances the employee should work through the organization Travel Coordinator and Financial Services office to assure adherence to the rules governing per diem entitlements.



Chapter 10 WSDOT Travel Rules and Procedures

Section 10-9 Relocation Assistance

10-9.1 Aug 1, 2000

Reimbursable relocation assistance (continued)

3. The department may pay the moving costs of transferred or qualified new employees in the following situations:
 - Departmental (transferred) employees moving expenses may be paid when:
 - A department employee (excluding new hires) is to be relocated to a new permanent duty station at the request of the department; and
 - Transferred employees may be paid a per diem allowance, in accordance with current travel procedures, during the relocation period. Per diem expenses are not authorized for the employee's family.

The department may pay:

- A mileage allowance, at the current rate to drive or transport up to two personal motor vehicles from one official residence to another, for a one time, one way trip;
- Purchase common carrier transportation for a new or transferred employee, his/her spouse, and their dependents from the employee's former residence to their new official station/residence; and
- Authorized household moving expenses (Refer to Chapter 11 in purchasing manual for self moves, moves of mobile home (residence) and move by common carrier.)

Note: All costs for relocation expenses are charged to the Relocation Object Account GD02 including amounts for meals and lodging.

Chapter 10 WSDOT Travel Rules and Procedures

Section 10-9 Relocation Assistance

10-9.1 Aug 1, 2000

Reimbursable relocation assistance (continued)

- New Hires

The department may pay the moving expenses for qualified new permanent employees who must move to accept state employment, pursuant to mutual agreement with the employee in advance of such employment. No offer or agreement for payment of moving expenses is to be made for a new employee in classified service per RCW 41.06 prior to certification from an eligible register.

Qualified new employees may be paid a per diem allowance, in accordance with current travel procedures, during the relocation period. In addition, the new employee may be paid a mileage allowance, at the current rate, to drive or transport up to two personal motor vehicles from the employees old residence to the new residence, for a one time, one way trip. Per diem expenses are not authorized for the new employee's family.

If a new employee terminates or causes termination of his/her employment with the state within one year of the date of employment, the state shall be entitled to reimbursement for the moving costs which have been paid and may withhold such a sum as necessary from any amounts due the employee.

4. Official residence & duty station

The employee's new duty station is considered to be a temporary duty station during their relocation period. This must be stated as such in the appointment letter, reimbursement voucher, and any other documents (Refer Appendix M for a sample letter to the relocated employee).

5. Relocation time limits

- The relocation period is normally a maximum of 90 calendar days.



Chapter 10 WSDOT Travel Rules and Procedures

Section 10-9 Relocation Assistance

10-9.1 Aug 1, 2000

Reimbursable relocation assistance (continued)

- It is expected:
 - that most employees will find permanent housing much sooner than 90 days;
 - that employees are actively seeking housing during this period; and
 - that all personal costs will be borne by the employee.

Under very unusual circumstances, the Deputy Secretary for Operations may authorize payment beyond 90 calendar days. This authority may not be delegated.

In all cases, reimbursement ends no later than the day following arrival of the major portion of household goods. Example: Most of the household goods arrive on May 10th. Reimbursement for lodging covers the night of May 10th. Meal reimbursement will be covered through May 11th.

10-9.2 Aug 1, 2000

Reimbursement benefits

Other Rule
Reference(s)

(RCW 43.03.110)
(SAAM 60.20.10)
(WSDOT M 72.80)
(WSDOT M 3009)

Reimbursement benefits may include:

1. A lump sum relocation compensation payment (Refer to M3009 for detailed instructions)
2. The cost of moving a single shipment of household goods not exceeding 15,000 pounds. Refer to Chapter 11 of the Purchasing Manual for details on reimbursement for household goods moving expenses.

Chapter 10 WSDOT Travel Rules and Procedures

Section 10-9 Relocation Assistance

10-9.2 Aug 1, 2000

Reimbursement benefits (continued)

2. The following travel benefits while actively seeking a new residence:
 - mileage;
 - subsistence; and
 - lodging - if the new duty station is 50 or more miles from the previous official duty station or official residence, whichever is closer; and
 - basic add-on expenses such as utilities and water will be reimbursed. Telephones, cable TV, VCR's and other discretionary luxuries will NOT be reimbursed.
3. Commute mileage - Employees may elect to commute from the previous official residence rather than stay in a motel at the new location. A cost benefit analysis (Worksheet - Least Cost Benefit Analysis or a Department Memorandum) must be approved in writing by the hiring organization and attached to the travel expense voucher.

The maximum reimbursement in this situation is the **lesser** of either:

- The travel expense incurred by returning to the former official residence;
- or**
- The amount which would have been allowed had the employee purchased meals and lodging near the new work station.

An employee may be reimbursed for lodging on a weekly or monthly basis subject to the limitations stated in Subsection 10-4. The maximum reimbursement is limited by the daily rate times the number of days being claimed.



Chapter 10 WSDOT Travel Rules and Procedures

Section 10-9 Relocation Assistance

10-9.3

Federal tax liabilities

Aug 1, 2000

Other Rule
Reference(s)

(SAAM 60.30.30)

Relocation reimbursement is considered taxable income in most federal income tax and social security situations. All relocating employees are to be advised that it is their responsibility to determine the impact of relocation reimbursement upon their tax liability.

The receiving Approving Authority (or delegate) is responsible for advising the relocating employee in writing of these provisions (Refer to Appendix M for an illustrative example and Appendix O for a listing of IRS publications).

10-9.4

Reimbursement process for relocation expenses

Aug 1, 2000

Other Rule
Reference(s)

(RCW 43.03.110)

When requesting reimbursement use a Travel Voucher form (DOT Form 133-103 EF) to claim relocation expenses:

- Identify the relocation claim by completing "Relocation from ____ to ____" in the upper right hand corner of the voucher;
- Charge **all** relocation expenses to the Relocation Object Account GD02; and
- DO NOT mix relocation expenses with daily business travel. A separate Travel Voucher form must be used to claim job related travel expenses, as they occur.

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX A

GLOSSARY

150% RULE - Procedure for reimbursing the traveler for more than the standard maximum lodging amount under certain circumstances. The amount shall not exceed 150% of the applicable maximum per diem rates set by OFM (Schedules A, B, and C).

ADA - An acronym for the Americans with Disabilities Act of 1990. ADA was enacted in 1990 to ensure persons with vision or hearing impairments are provided an effective alternative means of communication concerning department activities and programs. As well as, ensure persons with disabilities are being provided reasonable accommodations and/or are not being subjected to discrimination under any of its programs, services, or activities.

ADVANTAGEOUS TO STATE - Direct non-financial, work related benefits accruing to the state (department). This includes issues such as safety considerations, employee health concerns, efficient and effective program accomplishments.

AGREEMENT (Letter/Formal) - a legal and binding contract between WSDOT and another party that includes an offer and an acceptance and/or represents an amount of money. The details of an agreement are included in the document and must comply with applicable local ordinances, state law, federal regulations, and department policy.

APPROVE - To confirm or reconfirm an action, normally in writing.

APPROVING AUTHORITY - The Secretary of Transportation, and/or authorized designees (Deputy Secretary for Operations, Deputy Secretary for Policy, Department Chief Counsel, Assistant Secretaries, Regional Administrators, Modal Directors and/or their designees). The Approving Authorities control and administer the official travel of department employees under their jurisdiction. Written information on delegations must be on file with OSC, Accounting Services and updated as necessary.

AUTHORIZE - To give official approval or permission for travel plans, normally prior to travel.

AUTHORIZED PASSENGER - those passengers specifically approved by the department head or designee in the performance of official state business, and includes, but is not limited to, the transport of others who are not WSDOT employees but who, in the course of providing services to the department, are authorized to travel as part of department business.

BRIEF PHONE CALL - A brief telephone call home to inform of changes in travel plans only. Call should last no more than 2 - 3 minutes, covering the notification of changes in return time, day, method of transport or hotel accommodations, etc. and a phone number where the traveler can be reached. Exceptions may be approved on a case by case basis with proper supporting documentation.

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX A

GLOSSARY

BRITISH COLUMBIA (Canada)- A province of southwestern Canada. However, with respect to the requirement for prior authorization of out-of-country travel, this province will be recognized as out-of-state travel and will not require the Office of the Governor's approval. Certain locations in British Columbia, Canada (Nelson, Sidney, Vancouver, and Victoria) shall not be considered out-of-state, but will be recognized as in-state travel (nearby exceptions must be requested and approved in writing through the Deputy Secretary for Operations Office and even though certain locations may not be considered out-of-state for approval of travel, they should still be coded as out-of-state travel for financial purposes.)

CLASSES OF BOARDS - Those individuals who have been appointed to serve on a department board, commission, or committee (advisory or rule making). As provided in law (RCWs), each board, commission, or committee has been classified into five general categories. Transportation and other travel expenses should be paid as established in the RCW's and in the same manner as state officials and state employees.

COFFEE - For rule and regulation purposes: Any nonalcoholic beverage, such as coffee, tea, soft drinks, juice, or milk. Costs for coffee must be reasonable and prudent.

COMMERCIAL FACILITY - A business, non-profit, or governmental entity selling lodging accommodations for a fee to travelers, may include a motel, hotel, bed and breakfast, rented furnished house or rented furnished apartment with rent paid on a daily basis or prorated on a weekly or monthly basis.

COMMUTING - Travel by an employee between his or her official residence or other domicile and the employee's official duty station or other place of work (includes tele-work site).

CONTIGUOUS CITIES - A city in a contiguous county whose city limits cross over into a non contiguous county(Example: Portland, Oregon)

CONTIGUOUS COUNTY - A county that shares a border line with Washington State. Contiguous Counties are designated on the Washington State Per Diem Map. Exceptions for other nearby counties have been requested and approved by the Office of Financial Management. These exceptions are also found on the Washington State Per Diem Map. New nearby exceptions must be requested and approved in writing through the Deputy Secretary for Operations Office.

COST BENEFIT ANALYSIS - A decision-making approach for evaluating the benefits of travel for the department. Cost benefit analysis attempts to include in the calculations estimates of both primary and secondary costs and information concerning the business benefits to the department (refer to Cost Benefit Analysis Worksheet Form, EF 06-00).

CTA - The Department of General Administration administers contract awards for airline and car rental purchases (the state's Travel Charge Card Program). For the airline contract, the vendor receiving the award has assigned each agency a Central Travel Account (CTA) number. This number is used in controlling purchases and payment of airline travel.

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX A

GLOSSARY

DESIGNEES - A person(s) designated by an Executive and/or their designee to administer official travel for the department to an employee under their jurisdiction. Written information on delegations must be on file with OSC, Accounting Services and updated as necessary.

DIRECT REPORTS - The position which is identified by an Executive and/or their designee to take authoritative charge of administering the official travel of department employees under their jurisdiction. Positions usually report directly to an Assistant Secretary, Regional Administrator, Modal Director, or others who report directly to the Office of the Secretary. This person has the responsibility of managing a major organizational unit, usually at the four (4) digit organization code level.

ECONOMICAL TO STATE - Direct financial, work related costs that occur at the least cost to the department, and which the department is responsible to pay.

EMPLOYEE REGULAR WORK STATION - The building where the employee is located, or the location where the employee reports to pick up their assignments on a permanent basis.

ENTITLEMENT - A cost or indirect benefit which, under state law, must be provided to all eligible employees, contractors, or non-state employees (those who in the course of providing services to the department are authorized to travel).

EXCEPTION TO THE 150% RULE - Procedure for reimbursing the traveler for actual costs when actual costs exceed 150% of the applicable maximum per diem rates set by the OFM (Schedules A, B, and C).

EXCEPTIONAL CONDITIONS - Exists when the applicable maximum per diem rate is inadequate. The department decides what may be approved as reimbursement of appropriate expenses incurred for occasional meals or lodging that are determined to be necessary and justified by the circumstances involved (also refer to Exception To The 150% Rule).

FREQUENT TRAVEL - Travel occurring often or at close intervals.

INCIDENTAL EXPENSES - . An allowance for incidental expenses is included within the daily subsistence rates for the area of travel. Examples are: fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses, and other personal services performed. This is not considered a miscellaneous expense.

IN-STATE TRAVEL - Travel within the state of Washington. (Some out-of-state locations are considered in-state for approval purposes. For payment purposes these locations must be coded as out-of-state travel).

INTEGRAL PART OF THE MEETING - An activity or time allocation within a meeting that is essential to the completeness/performance of official state business at the meeting.

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX A

GLOSSARY

LATE NIGHT/EARLY MORNING BUSINESS - Refers to the time window between the close of official business on one day and the start of official business on the next day and includes any type of official business for the department, including work being done by traveling crews. For purposes of health, safety, and welfare of department employees, the department has determined that an 11 hour window is necessary between the close of work on one day and the start of work on the next.

LIGHT REFRESHMENT - For rule and regulation purposes: An edible item that may be served between meals but does not replace a meal (i.e.: doughnuts, sweet rolls, fruit, cheese, etc.). Costs for light refreshments must be reasonable and prudent.

MAXIMUM LODGING AMOUNT - Based on Federal lodging allowances (excludes room tax) which historically have been adopted by OFM on a delayed basis. The lodging industry generally revises its governmental lodging rates to reflect the timing of the federal allowances. If travelers are having difficulty obtaining lodging at the rates established, then they should work through their organization's Travel Coordinator to obtain an exception (e.g. 150% rule or actual cost).

MEAL PERIOD - The state requires each department to determine meal periods for travel. The department has determined that breakfast period is the hour beginning an hour and half (1½) before the traveler's shift starts. The lunch period is at the midpoint of the travelers shift and lasts for either one half hour or hour depending on the daily scheduled work hour. Dinner is the hour beginning a half hour after a regular shift ends.

MEETING vs. Conference/Seminar vs. Workshop

Meeting - A group of employees who come together to discuss selected department and/or organization issues.

Conference/Seminar - A group who meet on a non-routine basis for training or an exchange of ideas in a specialized field or area.

Workshop - A group who meet routinely for training in a specialized field or area.

NORMAL RETURN NIGHT - The anticipated day/night a trip is expected to end, and the traveler returns to the official station or residence.

OFFICIAL RESIDENCE - The city, town, or other location where a state official or employee maintains a residence which is used as their primary domicile. Determinations by the department head or authorized designee regarding a state official or employee's official residence are to be based on items such as voter registration, ownership, or long-term rental of personal residence, and the permanent address carried in the department official or employee's personnel or other file.

OFFICIAL STATE BUSINESS - Business performed by a traveler which is necessary and beneficial to the department.

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX A

GLOSSARY

OFFICIAL STATION - The city, town, or other location where the employee's office is located or location where the employee's work is performed on a permanent basis and is designated as such by the approving authority. For purpose of this chapter - Olympia, Tumwater, and Lacey are considered to be the same official work station.

ORIGINAL RECEIPT - The document provided by the vendor to the traveler which lists the item(s) purchased, the amounts(s) paid, and other relevant data such as vendor name, transaction date, method of payment, etc.

OUT-OF-COUNTRY - Travel anywhere outside the borders of the Continental USA., Alaska, and British Columbia, Canada are considered out-of-country travel and requires approval of the Office of the Governor..

OUT-OF-STATE TRAVEL - Travel anywhere outside the borders of the state of Washington. Some out-of-state locations are considered in-state for approval purposes. (For payment purposes, any travel outside of Washington is coded as out-of-state travel).

PER DIEM EXPENSES - Daily costs that include payments for lodging and meal expenses while in travel status. Rates follow OFM Schedules A, B, and C.

PERSONAL TRAVEL PLANS - Travel plans made in conjunction with official department travel.

PERSONAL PREFERENCE - Travel plans that meet the preference of the employee for the mode of travel, subsistence, lodging, and other travel related costs. Indirect routes, delays, or excessive costs for luxury accommodations unnecessary or unjustified to perform official department business travel are the responsibility of the traveler.

PORTLAND - For purpose of this chapter, Portland, Oregon, is considered to be the greater metropolitan area. For payment purposes travel to Portland is coded as out-of-state travel.

P OV - Personally owned vehicle .

REASONABLE ACCOMMODATIONS - An arrangement or modification that allows a person with disabilities to perform the essential job tasks for which they are otherwise qualified.

REASONABLE AND PRUDENT - **Reasonable:** 1) Just; 2) Fair; 3) Equitable; 4) Right; 5) Sensible; 6) Impartial; 7) Rational; 8) Judicious. **Prudent:** 1) Careful; 2) Cautious; 3) Discreet; 4) Sensible; 5) Tactful.

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX A

GLOSSARY

REGULARLY SCHEDULED WORKING HOURS - The specific hours of an employee's work week that an employee is scheduled to work. (Examples: 40-hour, 4-10 hours, etc.)

REGULAR WORK SITE - The specific location within the building (desk, office, work area) where a state employee or official normally performs his or her department business or where the employee reports to pick up their assignments. This excludes meeting and conference rooms.

SAAM - State Administrative and Accounting Manual

SPECIAL EVENTS -

Light Refreshments - Special situations or occasions, as determined by the Deputy Secretary for Operations, or the Executive designee. This authority is NOT intended for use with the normal daily business of employees or officials.

150% Rule - Under certain conditions when department employees attend an event hosted by a non-state sponsor the maximum allowable lodging amounts may not be adequate and the department head or authorized designee may approve payment of lodging expenses not to exceed 150% of the applicable maximum per diem amounts.

State Hosted Events - When hosting a meeting, conference, convention, or training session for state employees, the department may increase the lodging reimbursements up to 125% of the maximum allowable lodging rates.

SUBSISTENCE - Meal allowance rate which includes meals, tips, and any applicable taxes.

TELE-WORK SITE - A location where an employee performs their official functions. (Tele-work site is different than the official work station site.)

TEMPORARY DUTY ASSIGNMENT - A change of employees duties for a specific period of time.

TEMPORARY DUTY STATION - A fixed location where an employee has been temporarily assigned to work for a specific period of time which corresponds to official station. Assignment is normally less than one year. (Does not include tele-work site.)

TEMPORARY MEDICAL CONDITION - A health condition which is brief in nature.

TEMPORARY WORK LOCATION - A location where an employee's work is performed on a temporary basis which corresponds to employee's regular work station. The employee's day-to-day supervision is still received from employee's official work station (home office).

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX A

GLOSSARY

TEMPORARY WORK SITE - The physical location where an employee's work is performed. For example, a control station or mile post number which corresponds to regular work site.

TRANSPORTATION EXPENSES - Costs covering: a) Travel by commercial carriers such as bus, train, ship and airplane; b) Travel by privately owned (or supplied) motor vehicles such as cars, motorcycles, vans, or trucks; c) Travel by department-rented motor vehicles, e.g., Budget Rent-a-Car; or d) A combination of a, b, and/or c.

TRAVEL - Performance of authorized state business in a location away from the official duty station and residence.

TRAVEL EXPENSE VOUCHER - The form which is used to substantiate and/or authorize payment of travel costs for state employees. This form may also be used to substantiate and/or authorize payment of travel costs for non-state employees such as: Prospective employees: individuals who serve on boards, commissions, councils, committees, and task forces; volunteers; and other individuals who are authorized to receive travel expense reimbursement. When a vendor relationship exists, this form is used by the traveler to substantiate travel costs and all vendor receipts must be attached to an invoice voucher to authorize payment.

TRAVEL STATUS - Term used when referring to an individual when they are away from both the official residence and the official station while on approved departmental business. This does not include commuting between the individual's official station or tele-work site and official residence. Some collective bargaining agreements may have additional requirements.

TRAVELER - Any person in travel status while on official state business.

UN-AUTHORIZED PASSENGER - those passengers not specifically approved by an agency head or designee in the performance of official state business, and includes, but is not limited to, the transport of family members, relatives, friends, or pets for any personal activities.

Chapter 10 WSDOT Travel Rules and Procedures APPENDIX B

Collective Bargaining

COLLECTIVE BARGAINING AGREEMENT SCHEDULE			
CONTRACT TERM DATE	1999 - 2001 BIENNIUM		Chapter 10 / Union Policy Travel References
	Collective Bargaining		
	Union - Association		
November 1, 1997 - October 31, 2000	Article 13.1 of the Engineering Agreement With Local 17, Engineering Technician and Engineering Services Bargaining Units		VI.6a. Y
September 1, 1992 - August 31, 2000	Article 12.1 of the Right of Way Agreement With Local 17, Right of Way Bargaining Unit		VI.6b. Y
April 1, 1996 - March 31, 2001	Article 13.1 of the Highway Maintenance Agreement With Council 28, Washington Federation of State Employees, Highway Maintenance Bargaining Unit		VI.6c. Y
July 1, 1999 - June 30, 2001	Article XVI of 1989-1991, Agreement by and Between Washington State Ferries Operated by the WSDOT and United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada, Local 32		VI.6d. Y
July 1, 1999 - June 30, 2001	Article 20 of the July 1, 1989 through June 30, 1991 Collective Bargaining Agreement between Washington State Ferries and Office and Professional Employees International Union Local No 8, AFL-CIO		VI.6e. Y
July 1, 1999 - June 30, 2001	Article XVI of the 1989-1991 Agreement by and Between Washington State Ferries Operated by the Washington State Department of Transportation and International Brotherhood Electrical Workers, Local 46; International Association of Machinists and Aerospace Workers, Local 79; United Brotherhood of Carpenters and Joiners of America, Local 1184 Sheet Metal Workers International Association Local 66 International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America, Locals 117 and 174; and International Brotherhood of Boilermakers, Iron Shipbuilders, Blacksmiths, Forgers, and Helpers, Local 104 and United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada, Local 32		VI.6f. Y
July 1, 1999 - June 2001	Rule 10A of the 1989-1991 Agreement for Unlicensed Engineer Employees by and Between National Marine Engineers Beneficial Association, District 1 - Marine Engineers Beneficial Association/National Maritime Union (AFL-CIO) and Washington State Ferries, Operated by Washington State Department of Transportation		VI.6g. Y
July 1, 1999 - June 2001	Section 12 of the 1989-1991 Agreement for Licensed Engineer Officials by and Between National Marine Engineers Beneficial Association, District 1 - Marine Engineers Beneficial Association/National Maritime Union (AFL-CIO) and WSF, Operated by WSDOT		VI.6h. Y
July 1, 1999 - June 30, 2001	International Organization of Masters, Mates, and Pilots Union/WSF Contract Extension and Economic Adjustment Agreement for the 1991-1993 Biennium		VII. Y
July 1, 1997 - June 30, 1999 (Extended)	The Inlandboatmen'w Union of the Pacific, Puget Sound Region, and National Office/WSF Contract Extension & Economic Adjustment Agreement for the 1991-1993 Biennium		Xa. Y
July 1999 - June 2001	Service Employees International Union, Local NO. 6		N/A N
** Current contract term dates and policy references are available on line through an internet link on the Olympia Service Center's Accounting Services Web Site: o http://wwwi.wsdot.wa.gov/FASC/Accounting/Accounting_Systems/travel.htm			



**Washington State
Department of Transportation**

Accounting Manual M 13-82
Effective August 1, 2000

**Chapter 10 WSDOT Travel Rules and
Procedures
APPENDIX B**

**Collective
Bargaining**

Chapter 10 WSDOT Travel Rules and Procedures

Appendix C Emergency or Disaster Situations

Emergency Lodging and Meal Reimbursement Table 10-2.7 Procedures	
<p><u>When incidents are judged to be an emergency, Maintenance Superintendent and Designee(s) for the Director for Aviation and Ferries must obtain prior authorization from the Regional Administrator, Director or Designee for the payment of lodging and meals.</u></p>	
Action By	Action
Maintenance Superintendent and Designee(s) for the Director for Aviation and Ferries	1. Requests Declaration of Emergency and obtains oral approval for payment of subsistence and lodging within 50 miles of the official work station from executive management.
Regional Administrator and Directors for Aviation and Ferries, or designee	2. Prepares and submits Declaration of Emergency using DOT Form 540-021X and Travel Emergency Work Plan (TEWP) for approval of subsistence and lodging payments to Regional Administrator, Director for Aviation and Ferries or designee. (refer to illustrative example following). A TEWP may be filed annually for each fiscal year, or on an event by event basis. If an annual TEWP is used, then a copy of the Declaration of Emergency must be sent along with a copy of the annual TEWP.
Maintenance Superintendent and Designee(s) for the Director for Aviation and Ferries	3. Approves Declaration of Emergency using DOT Form 540-021X, and distribute form per Emergency Response Guide Instructions; and
	4. Approves Travel Emergency Work Plan and returns TEWP to the Maintenance Superintendent and Designee(s) for the Director for Aviation and Ferries.
	5. Provides staff incurring lodging and meal costs a copy of approved TEWP, and forwards TEWP to Olympic Service Center, Accounting Services.
Employee	6. Request reimbursement for lodging and/or meal costs incurred. Indicates on the travel expense voucher that costs are required to comply with an emergency situation. If the 150% rule is used, condition "2" should be cited on the payment voucher. A copy of the TEWP/Declaration of Emergency approving the emergency is to be attached to the travel expense voucher.
<p>Note: The federal Internal Revenue Services (IRS) has determined that under non-recurring, emergency circumstances, when the employer requires the employee to remain at or near the place of employment and they are unable to return home, the cost of meals and lodging will be without any tax effect on the employee.</p>	

Chapter 10 WSDOT Travel Rules and Procedures

Appendix C Emergency or Disaster Situations

**TRAVEL EMERGENCY WORK PLAN
1999 - 2001 BIENNIUM
Declaration of Emergency
Washington State Department of Transportation
Work Plan No. DOT-901OR**

(The following information is obtained from the Declaration of Emergency Form 540-021 EF)

Date of Emergency: **July 1, 2000 - June 30, 2001**
SR: **Olympic Region**
MP Location/Limited: **Various**
County: **Lewis**

(The following information is provided by the position declaring the emergency)

Position (s) Names/Numbers: **To Be Determined and Attached To Form**
 By Maintenance Superintendent and Designee(s) for
 the Director for Aviation and Ferries Administrators
 During Events Of Disaster
Prepared By: **John Davis, Olympic Region**
Statement of Work or Tasks covered by Work Plan:

This work plan provides per diem payments (for lodging and meals) during a crisis (Events of Disaster) though the situations may be near the employee's residence (not in travel status from the official station).

Following heavy precipitation, high winds, accidental damage to a highway component, and other events which result in major slides, widespread flooding, washed-out bridges, avalanche danger, or other situations which present a danger to the traveling public and/or result in long-term highway closure, the person in charge on the scene must be able to adequately feed, and house if necessary, a crew that may or may not be cut off from communications with the Superintendents' office or the Region office (e.g., a Lead Tech and a crew of 4 or 5 employees in a remote area in an Emergency/Disaster situation) during the time necessary to perform critical functions. The specific disaster situation will be identified by a Declaration of Emergency and attached to the documents.

Accommodations/Restrictions:

The person in charge is expected to use good judgment when making decisions regarding the application of this work plan. When possible, all lodging will be direct billed, and any meals provided by the Department on site will be documented. Otherwise, per diem reimbursement will follow WSDOT's Travel Rules and Procedures. Per Diem payments may also be subject to IRS laws and rules.

Note: Work plan participants are authorized to exercise the use of the 150% rule (up to a maximum of \$10.00 per day over the normal lodging rates, citing condition "B" on their Travel Expense Voucher) in the event that the normal maximum lodging amount will not cover the lodging costs.

Signature _____
(Maintenance Superintendent) Date

Signature _____
(Director, Regional Administrator or Designee) Date

Chapter 10 WSDOT Travel Rules and Procedures

Appendix D - TRAVEL RATES

January 1, 2000

Reimbursement rates can be found on the Per Diem Map and Schedules A, B and C

**Other Rule
Reference(s)**

(SAAM 10.90.10.a)
(SAAM 10.90.10.b)
(SAAM 10.90.10.c)
(SAAM 10.90.10.d)

OFM maintains three schedules (described below) that provide lodging, subsistence, and mileage rates for state officials and employees traveling on official state business (RCW 43.03.050).

OFM revises these schedules periodically based upon changes to source documents produced by three separate agencies of the federal government.

TRAVEL RATE INFORMATION:

1. **The Per Diem Map** is included in the paper copy of this chapter. The Per Diem Map and all rate schedules can be accessed at Web Site:

— http://wwwi.wsdot.wa.gov/FASC/Accounting/Accounting_Systems/travel.htm

2. **Schedule A: Lodging, Subsistence, And Mileage Rates For The Continental USA (48 Contiguous States and District of Columbia)**

Schedule A is included in this section of the chapter. Use this schedule for lodging and subsistence rates when not traveling to a high cost location. High cost locations are listed in Schedule B.

Also included in Schedule A are rates for Private Car Mileage, Private Aircraft Mileage and Private Motorcycle Mileage.

3. **Schedule B: High Cost Lodging And Subsistence Rates For The Continental USA (48 Contiguous States and District of Columbia)**

Per diem allowances for High Cost Locations are usually revised annually and can be accessed on the Internet at the following address:

(U.S. General Services Administration - Per Diem Rates.) Select U.S. Per Diem Rates by Location_ (Continental USA) to view rates for the contiguous states. Taxes may be added to the lodging rates shown in these tables.

The full Schedule B is not included in the paper copy of this chapter. Use Schedule B per diem rates for locations listed on Schedule B. If the travel location is not listed by city or county, use Schedule A, the lodging and subsistence rates for non high-cost areas. Use the Per Diem map of Washington to find



Chapter 10 WSDOT Travel Rules and Procedures

Appendix D - TRAVEL RATES

current per diem rates. This map is included as part of this Appendix.

4. Schedule C: High Cost Lodging And Subsistence Rates For The Non Continental USA And Foreign Locations (includes Alaska, Hawaii, and US Possessions)

Per Diem allowances for foreign locations, Alaska, Hawaii, and US Possessions are revised monthly and can be accessed on the Internet site referenced above:

- Select Foreign Per Diem Rates (rates for Alaska, Hawaii, and U.S. possessions follow the foreign rates). The lodging rates in these tables include all taxes.

Schedule C is not included in the paper copy of this manual. Use Schedule C per diem rates for foreign travel and travel to Alaska, Hawaii and other U. S. possessions.

The foreign rates need to be adjusted in the following manner.

1. Divide the total per diem rate listed by 1.1. This removes the additional amount included for laundry and dry cleaning which we pay for as evidenced by a receipt. This total is the adjusted daily per diem amount.
2. Subtract the lodging amount from the adjusted daily per diem amount to arrive at the meal allowance amount for the listed location.
3. Compute the meal rate by multiplying the meal allowance by 25% for Breakfast; 30% for Lunch and 45% for Dinner. Round to the nearest whole dollar amount.

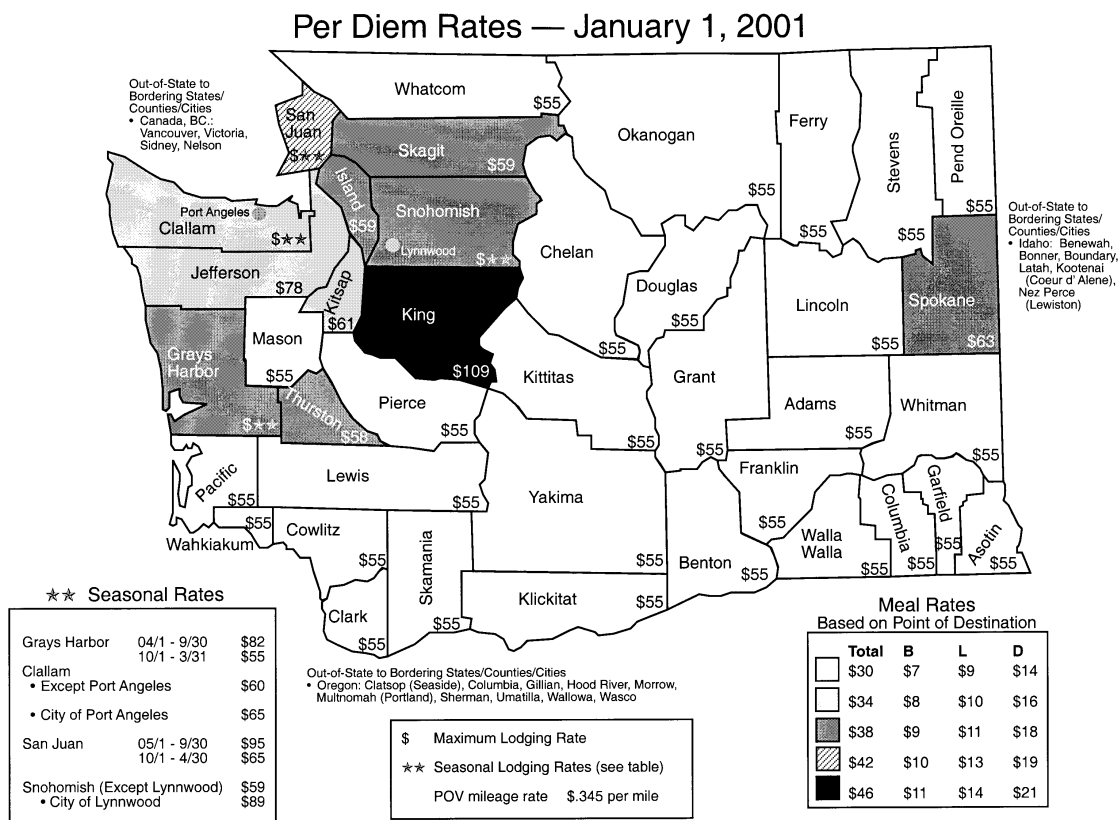
Chapter 10 WSDOT Travel Rules and Procedures

Appendix E

STATEWIDE PER DIEM MAP

Per Diem allowances are usually revised annually and can be accessed on the Internet at the following address:

- http://wwwi.wsdot.wa.gov/FASC/Accounting/Accounting_Systems/travel.htm
- Select U.S. Per Diem Rates by Location (Continental USA, Washington) to view rates for the state of Washington.



• For Out-Of-State Per Diem Rates, See Web Site — http://wwwi.wsdot.wa.gov/FASC/Accounting/Accounting_Systems/travel.htm

GC 0012-0804



Chapter 10 WSDOT Travel Rules and Procedures

Appendix F

July 1, 2000

Schedule A Reimbursement Rates for Lodging, Meals and Private Vehicle Mileage

For the Continental USA - 48 Contiguous States and the District of Columbia

Rate	Notes																															
<p>Maximum Allowable Lodging Rates (see notes for tax treatment)</p> <ul style="list-style-type: none">Non High-Cost Locations (In State and Out of State)<ul style="list-style-type: none">Maximum rate = \$55/ nightException to maximum rate = \$128.00 / day <p>High-Cost Locations = See web site http://wwwi.wsdot.wa.gov/FASC/Accounting/Accounting_Systems/travel.htm for the rates for individual high cost locations in the Continental USA.</p>	<p>The reference for the maximum lodging rates is the U.S. General Services Administration’s web site, http://wwwi.wsdot.wa.gov/FASC/Accounting/Accounting_Systems/travel.htm</p> <p>Select U.S. Per Diem Rates by Location (<u>Continental USA</u>) to view rates for the contiguous 48 states (amounts shown are before adding taxes) or <u>Foreign Per Diem Rates</u> (taxes included) to view rates for Alaska, Hawaii, and U.S. possessions.</p>																															
<p>Meal Rates (including taxes and tips)</p> <table><thead><tr><th></th><th>Non High-Cost Locations</th><th colspan="5">-----High Cost Locations-----</th></tr></thead><tbody><tr><td>Breakfast</td><td>\$ 7.00</td><td>\$ 8.00</td><td>\$ 9.00</td><td>\$10.00</td><td>\$11.00</td></tr><tr><td>Lunch</td><td>9.00</td><td>10.00</td><td>11.00</td><td>13.00</td><td>14.00</td></tr><tr><td>Dinner</td><td><u>14.00</u></td><td><u>16.00</u></td><td><u>18.00</u></td><td><u>19.00</u></td><td><u>21.00</u></td></tr><tr><td>Totals</td><td><u>\$30.00</u></td><td><u>\$34.00</u></td><td><u>\$38.00</u></td><td><u>\$42.00</u></td><td><u>\$46.00</u></td></tr></tbody></table>		Non High-Cost Locations	-----High Cost Locations-----					Breakfast	\$ 7.00	\$ 8.00	\$ 9.00	\$10.00	\$11.00	Lunch	9.00	10.00	11.00	13.00	14.00	Dinner	<u>14.00</u>	<u>16.00</u>	<u>18.00</u>	<u>19.00</u>	<u>21.00</u>	Totals	<u>\$30.00</u>	<u>\$34.00</u>	<u>\$38.00</u>	<u>\$42.00</u>	<u>\$46.00</u>	<p>To determine which high cost meal rate applies for a specific high cost location in the Continental USA, refer to web site http://wwwi.wsdot.wa.gov/FASC/Accounting/Accounting_Systems/travel.htm</p> <p>(Meal rates will be referred to as <u>subsistence</u> rates.)</p>
	Non High-Cost Locations	-----High Cost Locations-----																														
Breakfast	\$ 7.00	\$ 8.00	\$ 9.00	\$10.00	\$11.00																											
Lunch	9.00	10.00	11.00	13.00	14.00																											
Dinner	<u>14.00</u>	<u>16.00</u>	<u>18.00</u>	<u>19.00</u>	<u>21.00</u>																											
Totals	<u>\$30.00</u>	<u>\$34.00</u>	<u>\$38.00</u>	<u>\$42.00</u>	<u>\$46.00</u>																											
<p>Non High-Cost Per Diem Rate</p> <ul style="list-style-type: none">Daily rate = \$85.00 / day = Non high-cost lodging rate (\$55) + Non high-cost meals rate (\$30)Hourly rate = \$85 / 24 hours = \$3.54 per hour	<p>Certain types of boards and commissions use both daily and hourly rates (Section 10.70). Also, the hourly rate is used when an employee is authorized to use a privately owned travel trailer or camper (Section 10.30.70).</p>																															
<p>Private Owned Vehicle (POV) Mileage Rate = \$.325 / mile</p>	<p>Source: IRS Revenue Procedure 99-63.</p>																															
<p>Private Aircraft Mileage Rate = \$.88 / statute mile (based on NOAA charts)</p>	<p>Source: Federal Register Vol. 63, No. 173 Sept. 8, 1998.</p>																															
<p>Private Owned Motorcycle Mileage Rate = \$.26/ mile</p>	<p>Source: Federal Register Vol. 63, No. 173 Sept. 8, 1998.</p>																															

Appendix F

July 1, 2000

Schedule A Reimbursement Rates for Lodging, Meals and Private Vehicle Mileage

For the Continental USA - 48 Contiguous States and the District of Columbia

Chapter 10 WSDOT Travel Rules and Procedures

Appendix G
July 1, 2000

WASHINGTON STATE FERRIES
POINT-TO-POINT TERMINAL MILEAGE
SCHEDULE A

Chapter 10 WSDOT Travel Rules and Procedures

SCHEDULE A - WSF TERMINAL TO TERMINAL																	
	ANACORTES	BREMERTON	MUKILTEO	CLINTON	EDMONDS	KINGSTON	FAUNTLEROY	VASHON	SOUTHWORTH	PT. DEFANCE	TAHLEQUAH	PIER 52	WINSLOW	PT. TOWNSEND	KEYSTONE	LOFALL	SOUTHPOINT
		2:45	1:30	1:30	2:15	2:30	2:15	2:30	2:45	3:15	3:00	1:45	2:15	1:30	1:00	2:30	2:15
MILES		87	63	63	70	70	95	95	95	110	110	87	87	39	39	64	120
TIME		2:45	1:45	2:00	1:15	1:45	1:00	1:45	1:30	1:30	1:15	1:00	1:45	1:30	2:00	3:0	45
MILES	87	32	32	28	28	18	18	18	33	33	0	32	48	48	23	23	23
TIME	1:30	1:45	1:15	3:0	1:00	1:15	1:30	1:45	2:15	2:00	45	1:15	1:15	45	1:15	1:30	1:45
MILES	69	32	0	14	14	40	40	40	55	55	32	32	26	26	26	65	65
TIME	1:30	2:00	1:5	45	1:15	1:30	1:45	2:00	2:30	2:15	1:00	1:30	2:00	3:0	1:30	1:45	2:00
MILES	63	32	0	14	14	40	40	40	55	55	32	32	26	26	26	65	65
TIME	1:45	1:15	3:0	45	3:0	1:00	1:15	1:30	2:00	1:45	3:0	1:00	1:45	1:15	45	1:00	1:30
MILES	70	28	14	14	0	26	26	26	41	41	18	18	37	40	12	12	51
TIME	2:15	45	1:00	1:15	3:0	1:30	1:15	1:00	2:00	1:45	1:00	3:0	1:15	1:45	1:5	3:0	2:00
MILES	70	28	14	14	0	26	41	41	56	56	18	18	37	37	12	12	51
TIME	2:15	1:00	1:15	1:30	1:00	1:30	1:5	3:0	1:00	45	3:0	1:00	2:30	2:00	1:30	1:45	1:15
MILES	95	18	40	40	26	26	0	0	15	15	8	8	51	66	26	26	29
TIME	2:30	45	1:30	1:45	1:15	1:15	1:15	1:5	45	3:0	45	1:15	2:15	2:15	1:15	1:30	1:30
MILES	95	18	40	40	26	41	0	0	15	15	8	8	61	66	36	36	29
TIME	2:45	3:0	1:45	2:00	1:30	1:00	3:0	1:5	1:00	45	1:00	1:30	2:00	2:30	1:00	1:15	1:45
MILES	95	18	40	40	26	41	0	0	15	15	8	50	61	61	36	36	29
TIME	3:15	1:30	2:15	2:30	2:00	2:00	1:00	45	1:00	1:5	1:30	2:00	3:00	3:00	2:00	2:15	3:0
MILES	110	33	55	65	41	56	15	15	15	15	0	23	23	76	81	51	10
TIME	3:00	1:15	2:00	2:15	1:45	1:45	45	3:0	45	1:5	1:15	1:45	2:45	2:45	1:45	2:00	45
MILES	110	33	55	55	41	56	15	15	15	0	23	33	76	81	51	51	10
TIME	1:45	1:00	45	1:00	3:0	1:00	3:0	45	1:00	1:30	1:15	3:0	2:00	1:00	1:00	1:15	1:00
MILES	87	0	32	32	18	18	8	8	8	23	0	43	56	18	18	33	33
TIME	2:15	45	1:15	1:30	1:00	3:0	1:00	1:5	1:30	2:00	1:45	3:0	1:30	2:00	3:0	45	1:30
MILES	87	32	32	18	18	18	8	8	50	23	23	0	43	43	18	18	33
TIME	1:30	1:30	1:15	1:00	1:45	1:15	2:30	2:15	2:00	3:00	2:45	2:00	1:30	3:0	1:00	45	3:00
MILES	39	48	28	28	37	37	51	61	61	76	76	43	43	0	25	25	76
TIME	1:00	2:00	45	3:0	1:15	1:45	2:00	2:15	2:30	3:00	2:45	1:30	2:00	3:0	1:30	1:15	2:30
MILES	39	48	26	26	40	40	37	66	66	61	61	56	43	0	25	25	91
TIME	2:30	3:0	1:15	1:30	45	1:15	1:30	1:15	1:00	2:00	1:45	1:00	3:0	1:00	1:30	1:15	2:00
MILES	64	23	27	28	12	12	28	36	36	51	51	18	18	25	25	0	51
TIME	2:15	45	1:30	1:45	1:00	3:0	1:45	1:30	1:15	2:15	2:00	1:15	45	1:15	1:15	2:15	2:15
MILES	64	23	26	26	12	12	26	36	36	51	51	18	18	25	25	0	51
TIME	2:00	2:00	1:45	2:00	1:30	2:00	1:15	1:30	1:45	45	3:0	1:00	1:30	3:00	2:30	2:00	2:15
MILES	120	33	65	65	51	51	28	28	10	10	45	33	33	76	91	51	51
TIME	WINSTON TO MINI VIA BREMERTON; 67																
MILES	SEATTLE TO MINI; 34																
TIME	P-52 TO TODD; 5																



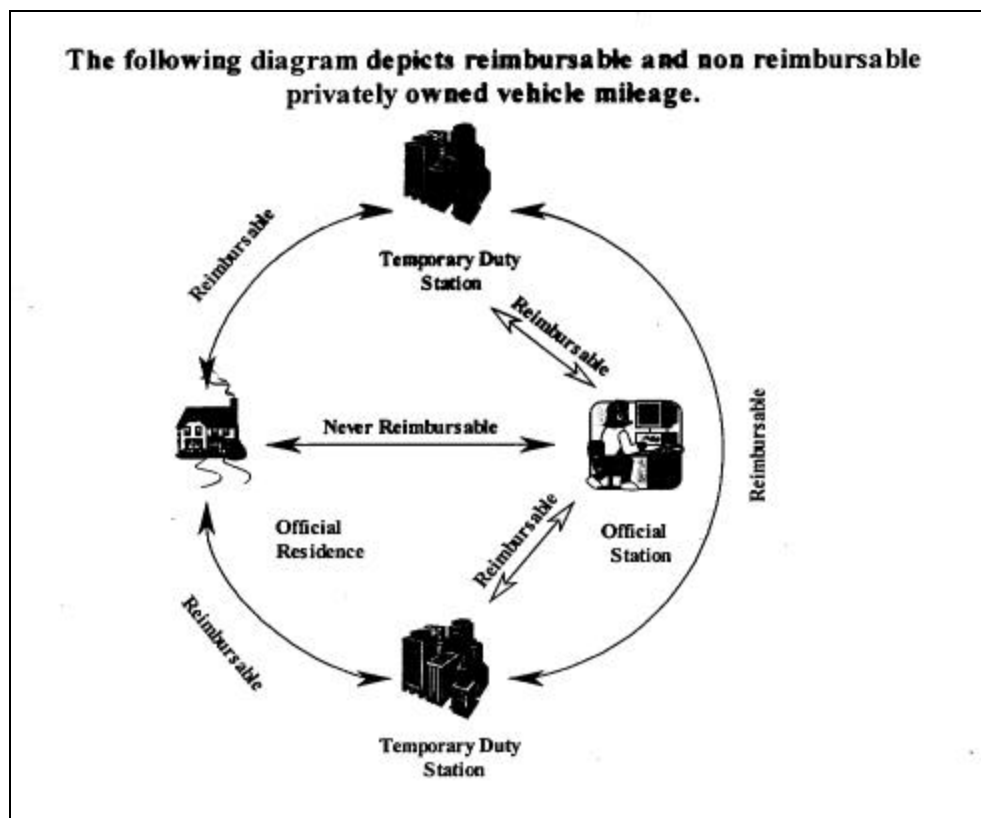
Chapter 10 WSDOT Travel Rules and Procedures

Chapter 10 WSDOT Travel Rules and Procedures

Appendix H - DAILY COMMUTE IS NOT ELIBIBLE FOR POV MILEAGE

The cost of the daily commute between the traveler's official station (or telecommuting site) and official residence CANNOT BE reimbursed.

All claims for personal vehicle mileage (POV) are for travel that is both **CRITICAL AND NECESSARY** for department business. *Whenever possible, a state vehicle should be used in lieu of POV mileage.*



POV allowances are usually revised annually and can be accessed on the Internet at the following address:

- http://wwwi.wsdot.wa.gov/FASC/Accounting/Accounting_Systems/travel.htm (U.S. General Services Administration - Per Diem Rates)



Chapter 10 WSDOT Travel Rules and Procedures

Chapter 10 WSDOT Travel Rules and Procedures

Appendix I

WORK PLANS

There are three recognized travel categories.

1. **Required Travel** - those employees where travel is an integral part of their work (e.g. region-wide crews, statewide crews). This is not a category that would normally be used for administrative staff or managers.
2. **Management Travel** for known meetings and events - the executive or designee has determined that authorization to travel should be in writing. This is for those managers that are able to outline travel needs at the beginning of a fiscal year; and
3. **Infrequent Travel** - All others who travel.

The documentation and approvals for the first two categories are designed to be "blanket" in nature; the third category will require a per trip justification and approval.

WORK PLANS MAY BE USED IN LIEU OF A TRAVEL REQUEST

Prior written authorization to travel is required for:

- ◆ Whenever a travel advance is required by a traveler;
- ◆ In-state - region-wide and statewide crews and others who regularly in order to perform their job, request airline travel, and/or requires use of the 150% rule;. Please note that border counties/cities in Oregon and Idaho are treated as in-state destinations;
- ◆ Out-of-state; and
- ◆ Out-of-country.

The required documentation information is to be included in Projected Work Plans developed for these positions. These work plans will include the time period covered, the position titles of the employees whose travel is to be covered by these work plans, and a clear statement of the purpose of the trip or trips and how it relates to the work assignments.

The work plans are to be authorized by an Approving Authority as defined in Subsection 10-2. Work Plan may either be a fixed period or for the duration of a biennium period. Work plans should not cross biennia periods.

Each Work Plan must be assigned a unique number identifier. The identifier should begin with the two-digit organization code of the originator followed by a dash and the unique number, probably taken from a sequential log. The positions (employees) covered by this unique Work Plan must reference it on their Travel Expense Vouchers.

Note: Organizations and employees need to ensure that the Work Plan Number referenced on their travel expense vouchers is current or an audit exception will be created.

Copies of these Work Plans need to be distributed as follows: the originating office retains the original, and a copy is to be sent to the Finance and Administration Service Center, attention Travel Administrator.

Work examples may include, but not limited to (refer to illustrative examples following):

- ◆ region-wide and statewide crews and others who travel regularly;
- ◆ meetings for executive management attendance, statewide conferences or training sessions, etc.; and
- ◆ employees, who travel, but not often enough to require a generic trip justification. For these trips a Travel Request should be submitted on an event by event basis.

Chapter 10 WSDOT Travel Rules and Procedures

Appendix I

WORK PLANS

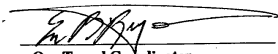

The required documentation information is to be included in Projected Work Plans developed for these positions. These work plans will include the time period covered, the position titles of the employees whose travel is to be covered by these work plans, and a clear statement of the purpose of the trip or trips and how it relates to the work assignments.

The work plans are to be authorized by an Approving Authority as defined in Subsection 10-2. Work Plan may either be a fixed period or for the duration of a biennium period. Work plans should not cross biennia periods.

Each Work Plan must be assigned a unique number identifier. The identifier should begin with the two-digit organization code of the originator followed by a dash and the unique number, probably taken from a sequential log. The positions (employees) covered by this unique Work Plan must reference it on their Travel Expense Vouchers. Organizations and employees need to ensure that the Work Plan Number referenced on their travel expense vouchers is current.

WORK PLANS MAY BE USED IN LIEU OF A TRAVEL REQUEST

ILLUSTRATIVE EXAMPLE - E.1 REQUIRED TRAVEL

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION		TRAVEL REQUEST Organization Work Plan
TRAVEL WORK PLAN FOR: <u>Office of Equal Opportunity</u>	ORG CODE(s): <u>291010; 291020;</u> <u>291030; 291040</u>	WORK PLAN NUMBER: <u>2910</u>
TIME FRAME: <u>July 1, 1999 through June 30, 2001</u>		
POSITIONS COVERED: OEO56; OW116; 00371; 00709; 00710; 01120; 01152; 01939; 01940; OWO16; 00372; 00678; 00766; 01207; 01230; 01644; 01683; 01686; 00782; 01892.		
STATEMENT OF WORK OR TASKS COVERED BY WORK PLAN:		
<p>The Office of Equal Opportunity (OEO) is charged with ensuring equal opportunity and diversity in the workplace through effective administration of Washington State Department of Transportation's internal and external civil rights programs.</p> <p>The Internal Civil Rights Branch (ICRB) is responsible for developing and executing the department's affirmative action plan, investigating complaints, conducting diversity training, monitoring the department's Americans with Disabilities Act (ADA) compliance program, and creating monthly cultural observance displays. Complaints of alleged violations of civil rights are received and investigated by the ICRB staff statewide. We also conduct diversity training statewide on such issues as cultural diversity, sexual harassment, affirmative action and the ADA.</p> <p>The External Civil Rights Branch (ECRB) functions as an advocate and monitoring arm of WSDOT for highway and marine related construction projects. The ECRB is responsible for conducting compliance reviews statewide to determine contractors' compliance to equal employment opportunity (EEO) and Title VI requirements on highway construction projects, as well as to determine if a commercially-useful function (CUF) has been performed by the disadvantaged business enterprise (DBE) on a state or federally funded highway construction project. On-site inspections are also conducted statewide to evaluate the level of compliance with program goals and objectives. The ECRB is also responsible for administering the affirmative action on-the-job training (OJT) contract requirements statewide.</p>		
DESCRIPTION OF EXPECTED BENEFITS:		
Statewide travel by OEO staff is essential to accomplish our mission and goals.		
ALTERNATIVE APPROACH:		
There are no other alternatives or less expensive means of travel.		
<div style="border: 1px solid black; padding: 5px;"> Travel Related Costs: In-state travelers may be expected to stay two or more nights and incur per diem costs, airline travel costs, privately owned vehicle mileage, rental car expenses, and other travel sundry costs. When lodging accommodations in the area of the temporary duty station are not available at or below the maximum lodging amount, the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation and other costs, lodging reimbursement up to \$15.00 above the maximum allowed is authorized under the 150% rule. Any lodging costs of \$15.00 or more must be requested in advance. Travelers must reference the travel work plan number on the reimbursement request, and note the maximum per diem rate condition for the 150% rule. Travel cost exceptions must be requested using a TR and approved in advance by the Director of the Office of Equal Opportunity on a case by case basis. </div>		
 _____ Org Travel Coordinator	<u>7/1/99</u> _____ Date	 _____ Approving Authority
Form: Travel Work Plan 2000.doc		Date <u>7/1/99</u> Rev: 7/21/99

Chapter 10 WSDOT Travel Rules and Procedures

Appendix I

WORK PLANS

The required documentation information is to be included in Projected Work Plans developed for these positions. These work plans will include the time period covered, the position titles of the employees whose travel is to be covered by these work plans, and a clear statement of the purpose of the trip or trips and how it relates to the work assignments.

The work plans are to be authorized by an Approving Authority as defined in Subsection 10-2. Work Plan may either be a fixed period or for the duration of a biennium period. Work plans should not cross biennia periods.

Each Work Plan must be assigned a unique number identifier. The identifier should begin with the two-digit organization code of the originator followed by a dash and the unique number, probably taken from a sequential log. The positions (employees) covered by this unique Work Plan must reference it on their Travel Expense Vouchers. Organizations and employees need to ensure that the Work Plan Number referenced on their travel expense vouchers is current.

WORK PLANS MAY BE USED IN LIEU OF A TRAVEL REQUEST

ILLUSTRATIVE EXAMPLE - E.2 REQUIRED PROJECT TRAVEL

WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION

TRAVEL REQUEST
Organization Work Plan

TRAVEL WORK PLAN FOR	ORG CODE	WORK PLAN NUMBER
Construction Materials Branch Bitmix Section	346210	346-00-01
TIME FRAME: July 1, 1999 through June 30, 2001		

POSITIONS COVERED:

TE5, 0-1699 TE3, 0-0696 TT3, 0-0702 TT2, 0-0697 TT2, E035 (Temp)

STATEMENT OF WORK OR TASKS COVERED BY WORK PLAN:

On-site analysis of Superpave volumetric properties from the test section. Analysis must be done in the field.

DESCRIPTION OF EXPECTED BENEFITS:

This analysis must be done in the field in order to make adjustments if necessary to the Superpave hotmix asphalt prior to main line production.

ALTERNATIVE APPROACH:

Travel and overnight stays are more economical for the department than extended commuting.

Travel Related Costs:

Travelers may be expected to stay two or more nights and incur per diem costs, airline travel costs, privately owned vehicle mileage, rental car expenses, and other travel sundry costs. When lodging accommodations in the area of the temporary duty station are not available at or below the maximum lodging amount, the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation and other costs, lodging reimbursement up to \$10.00 above the maximum allowed is authorized under the 150% rule. Any lodging costs of \$10.00 or more must be requested in advance on a case by case basis. Travelers must reference the travel work plan number on the reimbursement request, and note the maximum per diem rate condition for the 150% rule. Travel cost exceptions must be requested and approved in advance on a case by case basis.

Daunte G. Cain
Org Travel Coordinator

6/28/99
Date

James E. Baker
Approving Authority

6-24-99
Date



Chapter 10 WSDOT Travel Rules and Procedures

Appendix I

WORK PLANS

The required documentation information is to be included in Projected Work Plans developed for these positions. These work plans will include the time period covered, the position titles of the employees whose travel is to be covered by these work plans, and a clear statement of the purpose of the trip or trips and how it relates to the work assignments.

The work plans are to be authorized by an Approving Authority as defined in Section 10-2. Work Plan may either be a fixed period or for the duration of a biennium period. Work plans should not cross biennia periods.

Each Work Plan must be assigned a unique number identifier. The identifier should begin with the two-digit organization code of the originator followed by a dash and the unique number, probably taken from a sequential log. The positions (employees) covered by this unique Work Plan must reference it on their Travel Expense Vouchers. Organizations and employees need to ensure that the Work Plan Number referenced on their travel expense vouchers is current.

WORK PLANS MAY BE USED IN LIEU OF A TRAVEL REQUEST

ILLUSTRATIVE EXAMPLE -E.3 MANAGEMENT TRAVEL

WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION

TRAVEL REQUEST
Organization Work Plan

TRAVEL WORK PLAN FOR:	ORG CODE	WORK PLAN NUMBER
Assistant Secretary, - 0E160	351010	35-1010
Confidential Secretary - 0E157		
TIME FRAME:	July 1, 1999 - June 30, 2001	

POSITIONS COVERED:
Assistant Secretary, Highways and Local Programs
Confidential Secretary

STATEMENT OF WORK OR TASKS COVERED BY WORK PLAN:
The Assistant Secretary for Highways and Local Programs travels to attend meetings with the Regional Local Programs Engineers and visits many local agencies to review federally funded projects.

Attendance at technical working groups is necessary. These include the Local Agency Guidelines Committee, Freight Mobility Strategic Investment Board, Transportation Improvement Board, various City and County Annual Conventions and the Port of Benton Oversight Panel.

As a member of Secretary Morrison's Executive Staff, some travel is necessary to attend meetings of department wide interest. This could include any working groups, board meetings or transportation commission related activities that occur outside the Olympia area.

Occasionally, the Confidential Secretary may be required to travel in order to assist the Assistant Secretary with meetings or act as meeting recorder.

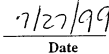
TRAVEL RELATED COSTS:
Personnel above will be authorized to use 150% rule for lodging throughout the state, especially during heavy travel time of the year. Many times lodging is not available at or below the maximum lodging amount in the travel destination area. This qualifies under condition "C" of the 150% rule. Employee is also authorized airline travel within the state and travel to bordering contiguous counties and cities.

ALTERNATIVE APPROACH:
Although the majority of business conducted is by telephone, conference calls and electronic mail, personal attendance to many activities is essential for good customer relations.


Org Travel Coordinator


Date


Approving Authority


Date

Chapter 10 WSDOT Travel Rules and Procedures

Appendix J

A,B,C'S

**July 1, 2000
(10-1.4, 10-2.1,
10-8)**

A, B, C'S

A - AUTHORIZED

Travelers must document prior authorization of all out-of-state travel.

B - BUSINESS TRAVEL

Business travel is directly work related, obtained at the most economical price, and is both critical and necessary for state business.

C's - CRITERIA

WSDOT makes determination to travel on the following criteria:

- ◆ that which is most economical to the state; and
- ◆ that which is most advantageous to the state.

OUT OF STATE TRAVEL A, B, C'S

HOW IT WORKS - THE OUT-OF-STATE TRAVEL BUDGET

Organization employee identifies known out-of-state trip(s) and submits trip information to the organization's Travel (budget) Coordinator. Trips requested should be chosen and prioritized within an organization based on a clearly defined value and benefit of the trip to WSDOT and a demonstration of how that benefit would be shared within the department. In addition, at least one of the following criteria must be met:

- Purpose of the trip is to:
 - 1) deliver a paper, e.g. to a conference, symposium, etc.
 - 2) participate in initiatives outside the state
 - 3) leverage dollars and/or regulations
 - 4) represent WSDOT on existing committee
 - 5) recruit for a specific, identified need rather than broad recruitment for all classifications; and
 - 6) gain information that can only be achieved by personal participation.

Note: Refer to **A, B, C's For Out-Of-State Travel Instructional Guide** for additional detail information. The guide can be accessed at web site:

— http://www.wsdot.wa.gov/FASC/Accounting/Accounting_Systems/travel.htm

Frequently Asked Questions & Answers

1. Why do we maintain such strict controls over out-of-state travel?

The Washington State Department of Transportation (WSDOT) retains strict management control over out-of-state travel because:

- a) This cost category holds a high public accountability profile with the legislature and other interested constituent groups; and
- b) State regulations require assurance that state policy is carried out. Travelers are to receive prior approval by the Deputy Secretary for Operations before embarking on out-of-state travel, and travelers must document prior authorization and the reason for all out-of-state travel. Documentation is to be made on a TR or other formal agency document (Travel Work Plan).

2. Why do we need any approval for a sponsored trip?

Although the Deputy Secretary for Operations has delegated trip approval for sponsored events to the organization Executive. Statewide regulations still require us to document: purpose of the trip (traveler attendance at state sponsored events to assure payment for medical aid benefits); and management controls for public accountability reporting, regardless of who's paying for the travel expenses.



Chapter 10 WSDOT Travel Rules and Procedures

Chapter 10 WSDOT Travel Rules and Procedures

Appendix K - USE OF STATE TRAVEL CHARGE CARD SYSTEM

July 1, 2000

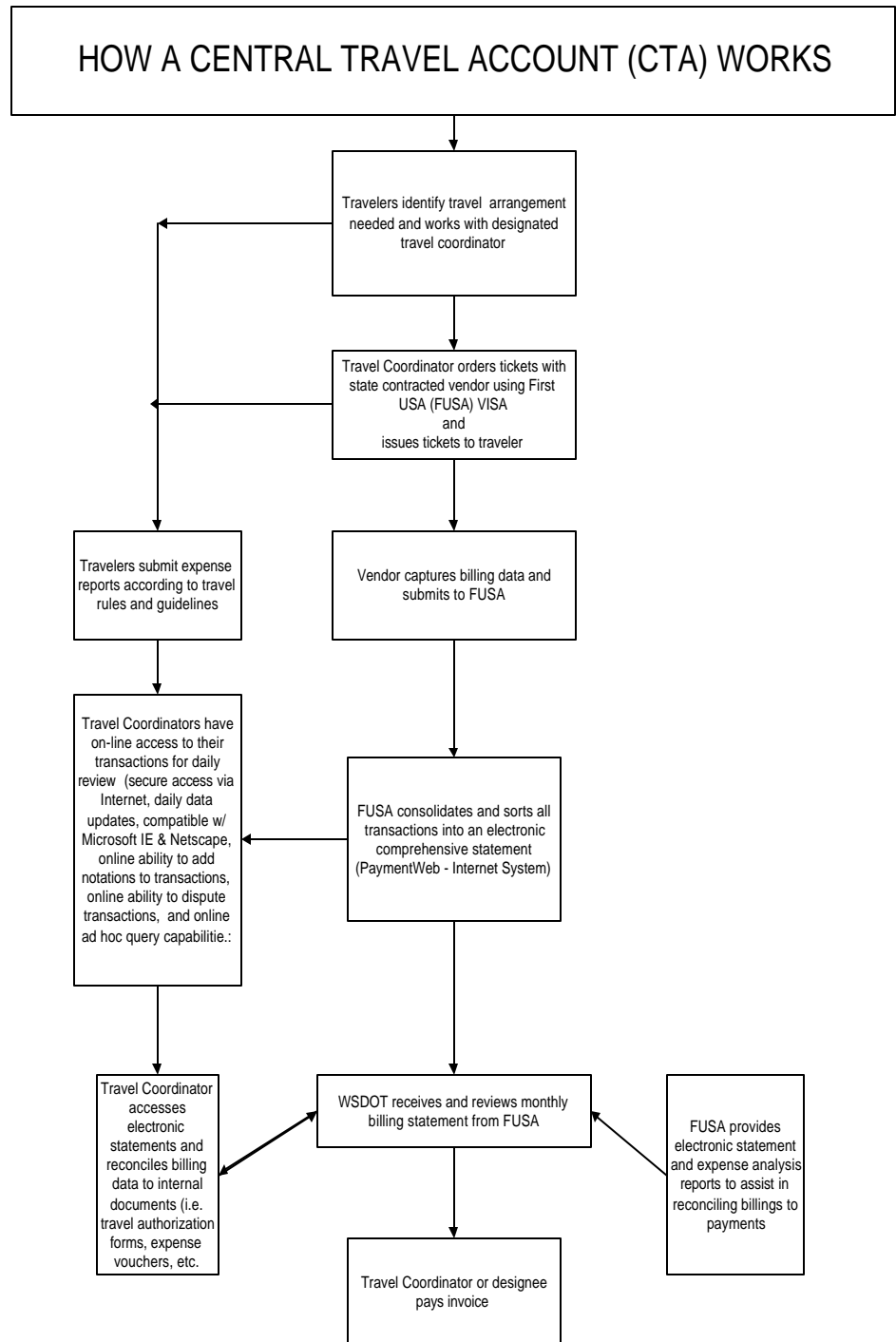
The department or their designee authorizes the use of or approve the issuance of a state travel charge card to those travelers whose work requires them to travel on official state business. Each organization maintains and is responsible for establishing a positive system of control over:

- **Airline Travel (refer to corresponding illustrative CTA system example)**

The use of this contract is required for the purchase of air travel arrangements. All air travel should be purchased by the department's Travel CTA Account Coordinator or Designee. Exceptions must:

- meet the department's best buy procedures as described in the purchasing manual.
- be requested and approved in writing; and
- be attached to the airline payment voucher.; **and**

A Motor Vehicle Rental Company





Chapter 10 WSDOT Travel Rules and Procedures

Chapter 10 WSDOT Travel Rules and Procedures

Appendix L

Direct Bill Expenses To The Department Whenever Possible

Policy Statement:

When it is in the best interest of the department and the state, direct billing agreements may be entered into between lodging establishments and the department.

Authorization:

The department is granted the authorization for direct billing by SAAM 10.80.55, Paying Vendors Directly For Travel Costs.

.. Refer to illustrations of "Request For Direct Bill From Traveler" and "Direct Bill Memorandum Agreement" on following pages.

PROCEDURES:

- Establish an agreement (a letter agreement is the preferred method) between a lodging facility and the department. The agreement must be signed by the Assistant Secretary, Regional Administrator, Modal Director, or designee.
- The agreement shall spell out the responsibilities of both the department and the lodging facility (e.g., traveler must verify rates, lodging facility must verify traveler is department employee. Pay stub or SCAN authorization or employee ID card appear to be the most accepted forms of verification). If a room guarantee is required, it must be on the employee's credit card. The agreement should also include the Federal Tax ID number of the lodging facility.
- Agreement should establish the correct departmental billing address (one address for each major organization within the department).
- If it is for a one-time conference/meeting, etc., a list of known attendees should be included with the letter agreement.
- Organizations are to maintain a central file of all such agreements (most offices locate this file in the financial services office).
- Limit the number of people authorized within each organization who may set up these agreements and centralize this only one office.
- The traveler is responsible for verifying and signing the room bill at checkout. This signature is used as the "Receiving Signature" for the payment voucher. The charges would normally be for room and tax only, but may also include parking when applicable.
- The Traveler is responsible for payment of all charges which are not the responsibility of the department (e.g. personal phone calls, movie rentals, etc.). If for some reason the lodging facility invoices the department for these and similar items, the department will pay the invoice and reduce the traveler's reimbursement.
- The organization is responsible for cross-referencing payment of direct lodging with corresponding employee travel expense voucher to prevent double payment.
- The traveler is responsible for verifying that the room rate is within established OFM rates.
- The Lodging facility should include a copy of the signed room receipt with their invoice or statement. The signed room receipt acknowledges receipt of goods. A properly signed receipt includes traveler's signature and organizational code.
- Process the payment voucher through TRAINS and attach the supporting documentation for expenditure.
- Supporting documentation shall consist of, at a minimum, a detailed invoice or statement with copies of signed room receipts, and when required a copy of a signed Travel Request, unless traveling on a department approved work plan.
- Payments are to be made in accordance with the *Purchasing and TRAINS User's Manuals*.



Chapter 10 WSDOT Travel Rules and Procedures

Appendix L Direct Bill Expenses To The Department Whenever Possible

BASIC CONTROLS SHOULD INCLUDE:

- All direct bill memorandum agreements to vendors are requested and set up through the organization's Travel Coordinator and/or Financial Services office.
- Clearly identify with the Vendor, the billing address for payments. Direct bills **MUST** be paid timely.
- Direct bill payments must be signed only by the approving authorities who are authorized to approve travel.
- Only room and tax is authorized for direct bill payments. Parking is only authorized when it is charged by the motel/hotel. All other charges (telephone, meals, etc.) must be paid at the time of checkout.
- It is the traveler's responsibility to assure organization procedures are followed.
- The traveler is responsible for sending an original invoice plus two copies to the organization's Travel Coordinator or Financial Services office for payment processing.

It is the traveler's responsibility to assure organization procedures are followed.

- Before traveling, a "Request For Direct Bill" is completed by the traveler and sent to the Travel Coordinator and/or Financial Services office.

REQUEST FOR DIRECT BILL		
NAME OF MOTEL _____		
ADDRESS _____		
CITY _____ STATE _____ ZIP _____		
PHONE NUMBER (____) _____		
FAX NUMBER (____) _____		
CONTACT PERSON (optional) _____		
RESERVATIONS MADE YES _____ NO _____		
If this request is for a special meeting or conference, please list those employees who should be authorized to direct bill: (attach an additional sheet if necessary)		
EMPLOYEE	CONFIRMATION #	DATES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
REQUESTOR _____		PHONE _____

- The Travel Coordinator or Financial Services office confirms that a Direct Bill Memorandum Agreement has been established with the requested lodging facility and holds request for cross referencing to direct bill payment and traveler's travel expense voucher.

♦ Refer To Direct Bill Memorandum Agreement Illustration Following

Chapter 10 WSDOT Travel Rules and Procedures

Appendix L Direct Bill Expenses To The Department Whenever Possible

DIRECT BILL MEMORANDUM AGREEMENT ILLUSTRATION

When it is in the best interest of the department and the state, direct bill agreements may be entered into between lodging establishments

- Processes and procedures vary between organizations
- Contact your organization's Travel Coordinator or Financial Services offices for complete instructions.

Date _____	
Motel Name _____ Motel Address _____ City, State Zip _____	
To Whom It May Concern:	
We are requesting approval to set up a direct bill account with your motel. This account is ONLY for the Department of Transportation employees from the South Central Region (formerly known as District 5 - Yakima).	
The correct billing address is: Department of Transportation South Central Region Financial Services P. O. Box 12560 Yakima, WA. 98909-2560	
The following itemized information is requested on the billing invoice:	
<ol style="list-style-type: none">1. Name of employee / Signature of employee2. Date of Arrival and Departure3. Room Number4. Number of Occupants5. Breakdown of Room Rate, Tax and Total	
This billing should be for Lodging Costs ONLY . The employees have agreed to pay all other charges. If a room guarantee is either requested or required, it must be done to the employee's personal credit card and <u>not</u> to the Department of Transportation under the direct bill.	
Upon receipt of the motel's invoice, our office will process payment immediately. Although the check is issued from Olympia, payment should be received within approximately 14 days after we receive the bill.	
Please complete the information below indicating whether the direct bill has been approved and fax to (509) 575-2586. If you have any questions or concerns, please feel free to call at (509) 575-2562.	
Sincerely,	
Linda Raber Financial Services Manager	
**Please complete and fax as soon as possible:	
Approved _____ Not Approved _____	
If approved please provide: Account Number _____ Federal Tax Id # _____	
Authorized By: _____ Date _____	



Chapter 10 WSDOT Travel Rules and Procedures

Chapter 10 WSDOT Travel Rules and Procedures

Appendix L

Direct Bill Expenses To The Department Whenever Possible

Policy Statement:

When it is in the best interest of the department and the state, direct billing agreements may be entered into between lodging establishments and the department.

Authorization:

The department is granted the authorization for direct billing by SAAM 10.80.55, Paying Vendors Directly For Travel Costs.

.. Refer to illustrations of "Request For Direct Bill From Traveler" and "Direct Bill Memorandum Agreement" on following pages.

PROCEDURES:

- Establish an agreement (a letter agreement is the preferred method) between a lodging facility and the department. The agreement must be signed by the Assistant Secretary, Regional Administrator, Modal Director, or designee.
- The agreement shall spell out the responsibilities of both the department and the lodging facility (e.g., traveler must verify rates, lodging facility must verify traveler is department employee. Pay stub or SCAN authorization or employee ID card appear to be the most accepted forms of verification). If a room guarantee is required, it must be on the employee's credit card. The agreement should also include the Federal Tax ID number of the lodging facility.
- Agreement should establish the correct departmental billing address (one address for each major organization within the department).
- If it is for a one-time conference/meeting, etc., a list of known attendees should be included with the letter agreement.
- Organizations are to maintain a central file of all such agreements (most offices locate this file in the financial services office).
- Limit the number of people authorized within each organization who may set up these agreements and centralize this only one office.
- The traveler is responsible for verifying and signing the room bill at checkout. This signature is used as the "Receiving Signature" for the payment voucher. The charges would normally be for room and tax only, but may also include parking when applicable.
- The Traveler is responsible for payment of all charges which are not the responsibility of the department (e.g. personal phone calls, movie rentals, etc.). If for some reason the lodging facility invoices the department for these and similar items, the department will pay the invoice and reduce the traveler's reimbursement.
- The organization is responsible for cross-referencing payment of direct lodging with corresponding employee travel expense voucher to prevent double payment.
- The traveler is responsible for verifying that the room rate is within established OFM rates.
- The Lodging facility should include a copy of the signed room receipt with their invoice or statement. The signed room receipt acknowledges receipt of goods. A properly signed receipt includes traveler's signature and organizational code.
- Process the payment voucher through TRAINS and attach the supporting documentation for expenditure.
- Supporting documentation shall consist of, at a minimum, a detailed invoice or statement with copies of signed room receipts, and when required a copy of a signed Travel Request, unless traveling on a department approved work plan.
- Payments are to be made in accordance with the *Purchasing and TRAINS User's Manuals*.



Chapter 10 WSDOT Travel Rules and Procedures

Appendix L Direct Bill Expenses To The Department Whenever Possible

BASIC CONTROLS SHOULD INCLUDE:

- All direct bill memorandum agreements to vendors are requested and set up through the organization's Travel Coordinator and/or Financial Services office.
- Clearly identify with the Vendor, the billing address for payments. Direct bills **MUST** be paid timely.
- Direct bill payments must be signed only by the approving authorities who are authorized to approve travel.
- Only room and tax is authorized for direct bill payments. Parking is only authorized when it is charged by the motel/hotel. All other charges (telephone, meals, etc.) must be paid at the time of checkout.
- It is the traveler's responsibility to assure organization procedures are followed.
- The traveler is responsible for sending an original invoice plus two copies to the organization's Travel Coordinator or Financial Services office for payment processing.

It is the traveler's responsibility to assure organization procedures are followed.

- Before traveling, a "Request For Direct Bill" is completed by the traveler and sent to the Travel Coordinator and/or Financial Services office.

REQUEST FOR DIRECT BILL		
NAME OF MOTEL _____		
ADDRESS _____		
CITY _____ STATE _____ ZIP _____		
PHONE NUMBER (____) _____		
FAX NUMBER (____) _____		
CONTACT PERSON (optional) _____		
RESERVATIONS MADE YES _____ NO _____		
If this request is for a special meeting or conference, please list those employees who should be authorized to direct bill: (attach an additional sheet if necessary)		
EMPLOYEE	CONFIRMATION #	DATES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
REQUESTOR _____		PHONE _____

- The Travel Coordinator or Financial Services office confirms that a Direct Bill Memorandum Agreement has been established with the requested lodging facility and holds request for cross referencing to direct bill payment and traveler's travel expense voucher.

♦ Refer To Direct Bill Memorandum Agreement Illustration Following

Chapter 10 WSDOT Travel Rules and Procedures

Appendix L Direct Bill Expenses To The Department Whenever Possible

DIRECT BILL MEMORANDUM AGREEMENT ILLUSTRATION

When it is in the best interest of the department and the state, direct bill agreements may be entered into between lodging establishments

- Processes and procedures vary between organizations
- Contact your organization's Travel Coordinator or Financial Services offices for complete instructions.

Date _____	
Motel Name _____ Motel Address _____ City, State Zip _____	
To Whom It May Concern:	
We are requesting approval to set up a direct bill account with your motel. This account is ONLY for the Department of Transportation employees from the South Central Region (formerly known as District 5 - Yakima).	
The correct billing address is: Department of Transportation South Central Region Financial Services P. O. Box 12560 Yakima, WA. 98909-2560	
The following itemized information is requested on the billing invoice:	
<ol style="list-style-type: none">1. Name of employee / Signature of employee2. Date of Arrival and Departure3. Room Number4. Number of Occupants5. Breakdown of Room Rate, Tax and Total	
This billing should be for Lodging Costs ONLY . The employees have agreed to pay all other charges. If a room guarantee is either requested or required, it must be done to the employee's personal credit card and <u>not</u> to the Department of Transportation under the direct bill.	
Upon receipt of the motel's invoice, our office will process payment immediately. Although the check is issued from Olympia, payment should be received within approximately 14 days after we receive the bill.	
Please complete the information below indicating whether the direct bill has been approved and fax to (509) 575-2586. If you have any questions or concerns, please feel free to call at (509) 575-2562.	
Sincerely,	
Linda Raber Financial Services Manager	
**Please complete and fax as soon as possible:	
Approved _____ Not Approved _____	
If approved please provide: Account Number _____ Federal Tax Id # _____	
Authorized By: _____ Date _____	



Chapter 10 WSDOT Travel Rules and Procedures

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX M

RELOCATION

The department may pay the moving costs of transferred or qualified new employees.

Costs are subject to state requirements and restrictions and are described in the WSDOT Moving Guide. Managers and eligible employees should work with the Department's Purchasing and Inventory Staff to assure understanding of their responsibilities and that costs stay within state allowances.

Travel Expenses may include any or all of the following:

- Transportation (moving expenses);
- Per Diem Expenses
- Other miscellaneous travel costs during the relocation period; and
- Mileage allowance for driving up to two personal automobiles from one official residence to another.

TWO RELOCATION PRINCIPLES

There are two basic relocation principles to moving a perspective new or transferred employee:

1. Recruitment - follows Human Resource guidelines described in M 3009, Human Resource Desk Manual.
 - Refer to Illustration 1 - Hiring Notification Letter
 - Refer to Illustration 2 - Employee Relocation Acknowledgment
2. Entitlements - follows WSDOT Moving Guide and travel expense guidelines described in Subsection 10-9.
 - Refer to Illustration 3 - Relocation Authorization DOT 721-010
 - Refer to Illustration 4 - Relocation Authorization To Pay From Department of General Administration
 - Recommended Employee Packet
 - Hiring Notification Letter
 - Employee Relocation Acknowledgment
 - WSDOT Moving Guide
 - M 13-82 Accounting Manual, Subsection 10-9



Chapter 10 WSDOT Travel Rules and Procedures

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX M

RELOCATION

ILLUSTRATION 1 HIRING NOTIFICATION



Chapter 10 WSDOT Travel Rules and Procedures



**Washington State
Department of Transportation**
Sid Morrison
Secretary of Transportation

North Central Region
Office of Region Administrator
P.O. Box 98
Wenatchee, WA 98807-0098

(509) 667-3000
Fax (509) 667-2940

February 17, 2000

TO
Employee

[Redacted Address Block]

This is to confirm that your lateral transfer as a Transportation Engineer 2 to the North Central Region in Wenatchee has been granted effective April 1, 2000.

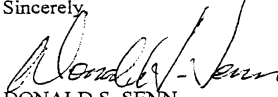
Since your new official duty station is more than 50 miles from your previous official duty station and official residence, you are entitled to subsistence and lodging and/or mileage as provided under the provisions of IL 13-50, "Travel Expenses," related to relocation of your official residence (see attachment).

All requests for reimbursement related to your relocation must be submitted on a travel expense voucher separate from all other requests for travel reimbursement.

Enclosed is a WSDOT Moving Guide. Please fill out and return the "Relocation Authorization" form that is located in this pamphlet to Shirley Sebastian, Administrative Officer, at your earliest convenience. The "Relocation Authorization" form initiates the action necessary to move your household goods.

If there are any questions regarding these or other issues, please call Shirley Sebastian at (509) 667-3006.

Sincerely,


DONALD S. SENN
Regional Administrator

DSS:kg

KG

Encl.

cc: Dale Severson - Olympic Region/47440

P. Mahre

D. Bierschbach

S. Sebastian

P. Courchane

OSC Human Resources

[Redacted] Employee File

APPENDIX M

RELOCATION

ILLUSTRATION 2 EMPLOYEE RELOCATION ACKNOWLEDGMENT

Travel Charge Card Program - M-4

Chapter 10 WSDOT Travel Rules and Procedures



Memorandum

Date: February 17, 2000

From: Shirley Sebastian *SS*
Phone: 667-3006

Subject: Reimbursement Of Relocation Expenses

To: *Employee*
[Redacted]

As a result of your transfer to a position in Wenatchee, you may be entitled to reimbursement for lodging, subsistence and/or mileage under the provisions of IL 13-50, "Travel Expenses," related to relocation of your official residence.

Copies of pages 18, 19, 20 and 21 from the IL 13-50, Travel Expenses are attached for your information. Please review this material carefully. Please note that during your relocation period, Wenatchee will be considered your temporary duty station. Failure to understand and comply could result in unnecessary hardship for you. If you have any questions about the matter of reimbursement, please contact me. Inasmuch as reimbursement for relocation is considered taxable income in most federal income tax and social security situations, you are advised to determine the impact of relocation reimbursement upon your tax liability.

Please acknowledge that you have received and read the attached portions of IL 13-50 by signing and returning this page to me.

To: Shirley Sebastian

From: [Redacted] *Employee*

I have received and read the portions of IL 13-50, "Travel Expenses," which pertain to reimbursement for relocation expenses.

Signature

Date

SS:kg

cc: Region Accounting
Comptroller's Office - Payroll
[Redacted] *Employee File*



Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX M

RELOCATION

ILLUSTRATION 3 RELOCATION AUTHORIZATION DOT 721-010



Washington State
Department of Transportation

Relocation Authorization

Requisition Number
OR6372

Instructions: Complete all appropriate sections of this form. Before completing, please read Chapter 11 - WSDOT Moving Guide - as found in the WSDOT Purchasing Manual

<input checked="" type="checkbox"/> Transferred Employee <input type="checkbox"/> New Employee	WSDOT Region / Service Center / Division	Date
Name of Employee		Payroll No.
Present Address	City/State	Zip County
Destination Address	City/State	Zip County
Present Phone - Work	Present Phone - Home	Pickup Date
		Packing Authorized <input type="checkbox"/> Yes <input type="checkbox"/> No
		Storage Authorized <input type="checkbox"/> Yes <input type="checkbox"/> No
Storage Point N/A		Employee Estimate of Value of Household Goods \$ 60,000 (maximum allowed \$50,000)
Moves With Rental Equipment		
Type of Rental Unit to be Used		Employee Estimate of Total Rental Cost \$
Mobile Home Only		
Make of Mobile Home		Size
Location of Mobile Home N/A		
Employee Agreement		
I acknowledge that I have read the WSDOT Moving Guide (Chapter 11 of the WSDOT Purchasing Manual).		
I authorize that costs in excess of allowable costs (as set forth in Office of Financial Management moving expense regulations and approved by the Traffic Manager, Office of State Procurement, Department of General Administration) be deducted from my next salary payment if I do not provide the State with payment for any portion of this household move which by regulation must be paid by the employee. I understand that payment is due within thirty (30) days from the date of notice of excess charges.		
Payroll Withholding Statement		
I, the undersigned employee do hereby authorize the State to deduct from my salary, my share of cost of the move in accordance with paragraph (5) WAC 82-24-130.		
New Employees Only: In the event I terminate or cause termination of my employment with the State within one (1) year of the date of employment, I agree to reimburse the State for all moving costs which have been paid and hereby authorize the State to withhold any sums due to me as part or full payment of such costs in conformance with RCW 43.03.120.		
Signature of Employee	Date	Authorizing Agency Head
		Donald S. Sen
		Date
		02-17-00

DOT Form 721-010
9/95

Distribution: Office of State Procurement - 2 copies



Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX M

RELOCATION

ILLUSTRATION 4 PURCHASE REQUISITION - AUTHORIZATION TO PAY FROM DEPARTMENT OF GENERAL ADMINISTRATION

08/03/00 THU 13:11 FAX 360 570 6725 OSC PURCHASING-INVENTORY 002/003

FORM A15 <small>Rev. 9/88</small>	STATE OF WASHINGTON PURCHASE REQUISITION	DEPARTMENT OF GENERAL ADMINISTRATION OFFICE OF STATE PROCUREMENT Room 210 General Administration Building AX22 Olympia, Washington 98504
---	---	---

DOT EF 704

ORDERING AGENCY NAME Washington State Department of Transportation	AGENCY NO. 405	LOCATION	MAIL STOP 40901	DATE ORDERED MO. DAY YR.	DATE NEEDED MO. DAY YR.	REQUISITION NO. OR6372
--	--------------------------	----------	---------------------------	-----------------------------	----------------------------	----------------------------------

SHIP GOODS TO:

AGENCY NO. 405	LOCATION	MAIL STOP	MAIL INVOICES TO:	NO. REQ.	AGENCY NO. 405	LOCATION	MAIL STOP 40901
--------------------------	----------	-----------	-------------------	----------	--------------------------	----------	---------------------------

**Room 205
OSC**

REQ. ITEM NO.	COMMODITY CODE	DESCRIPTION	QUANTITY	UNIT	ESTIMATED UNIT PRICE	TOTAL COST
		<p>Pack and move household goods and personal effects of: [REDACTED] an employee of the State of Washington.</p> <p>From: [REDACTED] Home: [REDACTED] Work: [REDACTED] To a location to be determined later in the Olympia area.</p> <p><i>* Move dependent on sale of home *</i></p> <p style="text-align: right;">Fax to 6830 Contact: Jennine Shinkink 705-7549 jennineS@tib.wa.gov</p>				

Region: 0

OSC-P Approved Req In: 8/19/99 K

OSC-P Sent Req to OSP: 08/19/99 K

Bid to Region: _____

Bid Add # _____ to Region: _____

P.O. to Region: 10223 5/11/99 K

P.O.C. # _____ to Region: _____

Cancellation to Region: _____

Comments: _____

IDENTIFY PREVIOUS REQUISITIONS FOR ITEMS ABOVE	NAME OF AUTHORIZING OFFICIAL [Signature] TITLE Executive Director	I hereby certify that the goods or services requested are necessary for the work and transaction of business of this agency (SIGNATURE)	SCAN NO.
1. DATE			OFF NET NO.
REQ. NO.	ACCOUNT CODE		
2. DATE	TRAN CODE	PARCEL	JOB NUMBER WORK ORD. GROUP
			WORK OF
			ACCOUNT OBJ SUB
			CONTROL SECTION EQUIPMENT NO. ORDER NO.
			ORG. NO.
			FEDERAL NON-PART.
			ENCUMBRANCE AMOUNT
REQ. NO.			
3. DATE			
REQ. NO.			
			TOTAL



Chapter 10 WSDOT Travel Rules and Procedures



Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX N

Transportation Commission

N-1

Aug 1, 2000

Other Rule
Reference(s)

(SAAM 10.70.10)

Transportation Commission - Class Four Board

There are two general categories of Boards, Commissions, or Committees:

- Advisory, coordinating, or planning capacity; and
- Rule making capacity.
 - The Transportation Commission was established as a Class Four Board per RCW 43.03.250 under this category.
 - Except as noted in SAAM Section 10.70, Transportation Commission members will follow the rules noted in this Appendix, Chapter 10 of the WSDOT Accounting Manual.

N-2

Aug 1, 2000

Other Rule
Reference(s)

(SAAM 10.70.70)

Coffee and light refreshments

All legally authorized boards, commissions, or committees may provide coffee and/or light refreshments at their official public meetings (including executive sessions).

N-3

Aug 1, 2000

Transportation Commission - Compensation & Travel Voucher Instructions

- Each member of the Commission is compensated in accordance with RCW 43.03.250. Commissioners are authorized by statute to work up to 120 days per year. The Chair is authorized to work up to 150 days per year. The Commission will calculate these days based on fiscal years, rather than calendar years.
- Commission members are entitled to compensation for time spent:
 - reading and reviewing Commission materials:
 - responding to letters and e-mail:
 - attending Commission meetings and other meetings as a Commission representative: and
 - other official Commission business.



Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX N

Transportation Commission

N-3 Aug 1, 2000

Transportation Commission - Compensation & Travel Voucher Instructions (continued)

Other Rule References

(SAAM 10.70.30)
(RCW 47.01.061)

- Work time is compensated at the rate of \$100 per day. If a Commissioner works more than 4 hours, he/she will be reimbursed at \$100. Commissioners will be reimbursed \$50 for each day he/she worked from 1 to 4 hours.
- Commissioners' work hours must be reported monthly along with travel expenses. Each Commission member should track all of his/her hours and travel expenses on the travel voucher form and send it to the Commission Office by the 12th of each month.
- Two separate checks will be issued, usually at different times – one for work hours and one for expenses. (FYI: State employee paychecks are issued on the 10th and 25th of each month. If hours are submitted for the previous month prior to the 15th of the current month, the check will be issued on the 25th of the current month).
- The Official Station and Official Residence shall be noted on each travel expense voucher. The Official Station and Official Residence for each Commissioner is the city of their residence.
- All documentation must clearly show that reimbursement is claimed only for official state business. Include a detailed purpose and date for each meeting or trip on travel vouchers. Travel vouchers must state complete names and a discussion topic for each meeting or conference, using as many lines and pages as necessary.

Explain trip purposes in enough detail as if someone not familiar with Transportation Commission issues could conclude that the claimed activities were official state business. If the Commissioner is meeting with a group of individuals or an organization, it is permissible to list the community or organization name instead of listing every name.

Chapter 10 WSDOT Travel Rules and Procedures**APPENDIX N****Transportation Commission**

N-4**Aug 1, 2000**Other Rule
References

(SAAM 10.70.50)

Transportation Commission - Meals

- Commission members are reimbursed for actual meal expenses. Original receipts **must** be attached to expense vouchers for each meal claimed. When a receipt is not available from a restaurant, the Commission member states on the voucher that no receipt was obtained and where the expense was incurred. In such cases, the reimbursement will be paid at the state employee subsistence rate. It is expected that most restaurants will provide a receipt when requested.

Commissioners must attach meal receipts that provide sufficient information regarding the number of meals purchased, the amount of a meal vs. non-reimbursable amounts, etc.

- Reimbursement will not be paid for meals purchased for anyone other than another Commission member (e.g. department staff, LTC staff, legislators). If a Commission member claims reimbursement for meals purchased for other Commissioners, he/she must note on the receipt who was included in the cost of the meal. There is no reimbursement for alcoholic beverages.
- Allowable meal expenses include basic meal cost, applicable taxes, and any customary tip or gratuity.

N-5**Aug 1, 2000**Other Rule
References

(SAAM 10.70.40)

Transportation Commission - Lodging

Travel involving two or more consecutive nights lodging must be documented. The Transportation Commission's Policy and Procedure No. 3 shall serve to document each regularly scheduled monthly Commission meeting.

- Meetings are held for the purpose of conducting the Commission's statutorily required business, as required by law. Overnight travel may be required for some Commissioners; and
- The Commission will use direct billing for lodging whenever possible. Commissioners may put meal charges on their lodging bill for convenience.



Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX N

Transportation Commission

N-6

Transportation Commission - Reimbursement of travel expenses other than meals and lodging.

Aug 1, 2000

Other Rule
References

(SAAM 10.10.40)
(SAAM 10.70.60)

Except as otherwise provided by law, those persons appointed to serve on any state board, commission, or committee (advisory or rule making) are to be reimbursed transportation and other travel expenses in the same manner as state officials and state employees.

- **Rental vehicles**

Commissioners **must** use the current state contract for vehicle rentals. The current state contract is with Budget Rent-A-Car, which is a mandatory use contract. If Budget is not available, another rental agency may be used.

Commission members **must** use the Budget Rent-A-Car credit card, which is issued to each Commissioner, for any vehicle rentals for official Commission business. The Commission office will be billed directly for any charges on these cards. Charges for vehicle rentals should not be listed on the travel expense vouchers, unless a rental agency other than Budget was used, or if for extenuating circumstances only and no other choice is available, the Commissioner may use a personal credit card.

- **Air travel**

- **Commercial airlines**

Travel must be booked through a "qualified travel agent". A "qualified travel agent" will be selected by the Commission Office Travel (CTA) coordinator. A user profile will be established for each Commissioner that will include the Commission's CTA information. All tickets will be charged to the CTA. Each Commissioner who books his/her own airline tickets must inform the travel agent when traveling on state business so the Commission office will be billed directly from VISA.



Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX N

Transportation Commission

N-6

Aug 1, 2000

Transportation Commission - Reimbursement of travel expenses other than meals and lodging (continued).

- Commercial airlines (continued)

Commission members must make reservations with the state contract carriers at their lowest available fares for each flight. Each qualified agent will have the contracts and should automatically book Commissioners travel with the correct airline. The only exception to this rule is for conditions stated on individual contracts and to comply with the Americans With Disabilities Act. If a Commissioner encounters a problem in booking airline travel with the contract carrier or his/her time schedule cannot be met with the contract carrier, contact the Commission office for current information on which airline holds the state contract for specific cities.

Any additional costs incurred because of official state business itinerary changes must also be paid through the Travel Charge Card Business Travel Account system.

Commission staff may not be available on evenings and weekends to supply a forgotten VISA Business Travel Account number to a Commissioner. In such circumstances, the Commissioners may be reimbursed for any additional costs. Attach a receipt for these costs and an explanation of the circumstances with the Travel Expense Voucher.

- State-owned aircraft travel

Commissioners may use state-owned aircraft for official travel if:

- The cost doesn't exceed available commercial air travel;
- There are no reasonable or convenient commercial flights for the travel destinations; and
- Emergency Commission business situations.

A Commissioner may accompany an Aviation Division pilot on training missions or airport site visits when there is no additional cost to the state to do so.



Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX N

Transportation Commission

N-7

Aug 1, 2000

Other Rule

References

(RCW 43.03.050)

Transportation Commission - Out of State Travel

Out of state travel **must** be approved in advance by the Chair. The Commission office will prepare a memorandum of approval for the Chair's signature that includes the following:

- The purpose of the trip and how it relates to the Commission's duties;
 - A description of the expected benefits; and
 - An analysis of alternative approaches to travel and why these were rejected.
-

N-8

Aug 1, 2000

Transportation Commission - Miscellaneous costs

Receipts required for all miscellaneous costs

Attach receipts for all miscellaneous costs to the travel expense voucher. Miscellaneous costs include parking, taxi, phone calls, etc. Sometimes a receipt is not available from a certain location, such as a parking meter. In these situations, state that no receipt was obtained and where the expense occurred on the travel expense voucher.

Equipment and supplies

Any equipment or supplies costing over \$50 must be purchased by the Commission office in accordance with purchasing requirements and cannot be included on travel vouchers.

Phones

- A SCAN PLUS phone card is issued to each Commissioner upon appointment. This card must be used whenever possible. The card gives the state a substantial discount off regular long distance phone rates. The state is billed directly for SCAN calls and no formal documentation is normally necessary. Contact the Commission office if you have questions about how to use this card, or if problems are encountered.



Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX N

Transportation Commission

N-8
Aug 1, 2000

Transportation Commission - Miscellaneous costs (continued)

- Commission members may be reimbursed for calls made on personal cell phones for official Commission business. Submit the original phone bill to the Commission office separately from the Travel Expense Voucher. The phone bill must include the following:
 - Commission member's phone number and name or signature on the front page of the bill;
 - Highlight the calls made for Commission business;
 - If possible, note the name of the person called; and
 - The total amount claimed for reimbursement..
- SCAN, SCAN PLUS, phone calls on personal telephones, and faxes must be calls on behalf of the Commission to accomplish Commission business. When away from home on Commission business, Commissioners may place one telephone call of three minutes or less to home each day only to advise family of safe arrival or changes in travel. Any other extended discussion with family is at the Commissioner's expense (Refer To Example Below).

Question: I'm a Commissioner and call home on the SCAN card intending to talk three minutes or less to inform my family of a safe arrival. Someone in my family begins to tell me about a personal issue. I get involved in what he/she is saying and lose track of the time and the phone call goes longer than three minutes. How do I pay for the portion of the phone call in excess of three minutes?

Answer: You tell the family member you will call them right back, hang up from the conversation and use your own credit card to make the call. If this is not possible, you notify Commission Staff of the situation so they can track the cost of the phone call for reimbursement by the Commissioner.



Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX N

Transportation Commission

**N-8
Aug 1, 2000**

Transportation Commission - Miscellaneous costs (continued)

Faxes

Commission-owned fax machines may be used for official state business only. The Commission will pay the monthly billing and order fax paper upon request.

Commission members may be reimbursed for using personally owned fax machines for anything that is Commission business. The Commission will provide an appropriate number of rolls or reams of fax paper per year to those Commission members using their own fax machines.

Reimbursement procedures are as follows:

- Send the original fax bill to the Commission Office;
- Highlight any charges relating to Commission business. Place names next to the fax numbers whenever possible;
- The fax bill must include Commission member's fax number and name, or signature on the front of the bill; and
- Write the total reimbursement amount claimed on the front of the bill.

Computers

Commission-owned computers, software, and Internet subscriptions may be used for official state business only.

The Commission may purchase software or equipment for home computers necessary to coordinate with WSDOT or the Commission. Any such equipment or software must be returned to the Commission at the end of the Commission member's term.



Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX N

Transportation Commission

N-9 Jul 1, 2000

Meal and lodging reimbursement for persons serving on an advisory, coordinating, or planning committee at the request of the Commission

Other Rule
Reference(s)

(SAAM 10.70.20.a)
(SAAM 10.70.20.b)

This subsection addresses reimbursement for those persons appointed to serve on any advisory group, sub-committee, or equivalent, which is formed at the request of the Transportation Commission.

- The chair of the Transportation Commission is responsible for authorizing travel in advance and approving reimbursement of travel expenses.
- Participants, if entitled to reimbursement of travel expenses, are to be reimbursed for meals and lodging at the state rates as identified in Schedule A, B, and C. Members attending meetings and performing other official business are considered to be in travel status and the three hour rule and official station rule does not apply.
- Appointment and/or agreement letters should be on file with the participating organization (Refer to Subsection 10-8 for detailed information).



**Washington State
Department of Transportation**

**Accounting Manual M 13-82
Effective August 1, 2000**

Chapter 10 WSDOT Travel Rules and Procedures

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX O TAXABLE FRINGE BENEFITS INFORMATION

**THESE FRINGE BENEFITS MAY BE TAXABLE
PER INTERNAL REVENUE SERVICE (IRS) REGULATIONS**

REFER TO WSDOT Human Resource Rules Governing

- Back pay or negotiated settlements
- Early Retirement incentives/bonuses
- Recognition Awards for Outstanding Performance
- Recognition Awards for Safety
- Severance Pay (Annual Leave)
- State employee suggestion awards and incentive pay
- WMS lump sum payments

REFER TO WSDOT Travel Entitlement Rules Governing

- Commuting use of state vehicle
- Meal reimbursement without overnight stay
- Lump sum relocation payments

HOW WILL I KNOW WHO TO ASK AT WSDOT? WHAT RULES AND PROCEDURES DO I FOLLOW?

Office of Human Resource

Adrienne Sanders @360 705-7042 - Human Resource Desk Manual, M-3009

Finance & Administration

Kim Dunn @360 705-7561 - Payroll Manual, M13-01-08

Field Operations Support Service Center

Deb Gregory @360 705-7806 - Use of State Provided Motor Vehicles, ID 53-50

Finance & Administration

Purchasing - Relocation

**Gary Smith @360 570-6715 - Purchasing Manual, M72-80, Chapter 11,
WSDOT Moving Guide**

Accounting Services - Travel/Relocation Entitlements

**Marjorie Davis @360 705-7516 - Accounting Manual, Chapter 10, Travel Rules and Procedures, Section
10-9 - Relocation**

Chapter 10 WSDOT Travel Rules and Procedures

Appendix O TAXABLE FRINGE BENEFITS INFORMATION

FOR ANSWERS TO YOUR IRS QUESTIONS

Employees are responsible for determining their annual tax liability. The IRS has the following reference (Publications) material available to assist you:

Pub#	Title	Rev. Date*
15	Circular E, Employer's Tax Guide	January '99
15-A	Employer's Supplemental Tax Guide	January '99
463	Travel, Entertainment, Gift, and Car Expense	1998 Returns
(Replaces 917)	(Business use of car, now Chapter 4)	
508	Educational Expenses	1998 Returns
521	Moving Expenses	1998 Returns
525	Taxable and Nontaxable Income	1998 Returns
526	Charitable Contributions	Rev. Mar '98
535	Business Expenses	1998 Returns
970	Taxable Benefits for Higher Education	February '99

*New publications are generally available after the first of the year. Call the IRS Forms number and make sure that you ask for the newest publication. You can also find out when new publications are available through the IRS Internet site <http://www.irs.ustreas.gov/prod/cover.html> (order IRS publications by calling 1-800-TAX-FORM (1-800-829-3676)).

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX P

INDEX

INDEX

PAGE REFERENCE

50.00 Dollars (\$), refer to receipt in excess of:

150% Rule:

Accidents, report of:

Account codes:

Accounting for Advances:

Advance Bookings for Commercial Travel:

Advances:

Form, DOT 133-102:

Defaulted:

Delinquent on return of:

Subsistence & Lodging:

Advantageous or economical:

Air Travel:

Fare, not lowest available:

Travel report:

Costs in excess of:

Meals:

Annual Report:

Alcoholic beverages, reimbursement prohibited;

Appeals, travel to;

Appearance, state vehicle;

Approving Authority(ies), definition;

Approving Vouchers:

Assigned Car, Headquarters:

Attendant, personal care:

Bordering cities and locations:

Bridge and road tolls:

Bus, taxi, etc., rather than renting:

Camper, travel trailer, authorizing:

Campers and Trailers, Hourly rate for:

Cars, rented:

Change in Itinerary during travel status:

Circumstances Under which full reimbursement/Per Diem is not allowed:

Civil Service exams, travel to:

Claims for reimbursement, timing of:

Codes, account:

Coffee or light refreshments:

Coin-Box phone:

Collective bargaining agreements:

Commercial Facility, definition:

IN PROCESS



Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX P

INDEX

INDEX

PAGE REFERENCE

Commercial Travel - Advance Bookings:
Common Carriers:
Commuter mileage, not reimbursable:
Computation of Per Diem:
Conferences and Conventions:
Convenience, border cities:
Conventions and Conferences:
Conveyance Expenses:
Credit card, rental car:
Day parking fees, receipt not required:
Default on advances:
Definitions:
Delegation of Approving authority:
Department sponsored conventions:
Designees:
Determination of mileage:
Dinners and Luncheons, Official:
Direct Billing by vendor:
Direct payment to vendor by DOT:
Domicile relocation:
DOT FORM 133-102 (Advance):
DOT FORM 133-103 (Name of form):
DOT FORM 700-006 (Name of form):
Driver's license in possession required:
Eligibility for subsistence reimbursement, three hour rule:
Employee:
 Interview, Prospective:
 Preference:
 Preferences for travel:
Entertainment expenses, not reimbursed:
Examinations for promotion, travel to:
Exceptions, granting of:
Expenses:
 Travel Advance:
 Vouchers, Travel:
 Non-reimbursable:
Reimbursable:
Extended periods of subsistence and lodging:
Extra Time at Temporary Duty Station:
Fare, transit:

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX P

INDEX

INDEX

PAGE REFERENCE

Fees for registration:
Ferry and bridge tolls:
Forms:
 700-006 (Name of form), DOT:
 6855 (Name of form), State:
 Travel Expense Advance (Form #):
 Travel Expense Voucher (Form #):
Full Per Diem not allowed:
GA authorization card:
Gas or repair of state vehicle:
Good appearance, state vehicles:
Headquarters Mini-Pool:
Hotel/Motel surcharges:
In-state Procedures:
In-flight meals:
Insurance, Trip (not reimbursed):
Interviews for promotion, travel to:
Laundry/dry cleaning, refer to Miscellaneous:
Leave during travel:
License plate number, state motor pool:
Light refreshments or coffee:
Lodging:
 Receipts:
 Sales tax, other taxes, tips:
 Maximum allowances:
 Reimbursement for:
Lowest available fares, rules:
Luncheons and dinners, official:
Manual:
 use of,
Mailing address:
Meal and Lodging Expenses:
Meals:
 Aboard airlines:
 Aboard trains:
 Sales tax related, tips:
Medical and Hospital while traveling, not reimbursed:
Method of reimbursement, determining:
Mileage determination:
Mini-Pool, Headquarters:



Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX P

INDEX

INDEX

PAGE REFERENCE

Miscellaneous Travel Expenses:
Modes of Travel:
Motor Pool vehicle, state:
Motor Pool, Regional:
Moving, reimbursement for lodging before:
New Employee Interview:
Non-Reimbursable expenses:
Non-SCAN telephone charges:
Odometer readings:
Office Chiefs, Definition:
Official:
 Luncheons and dinners:
 Meeting Meals:
 Residence, definition:
 Station:
Originating point, refer to point of origin:
Out of state:
 Not overnight procedures:
 Travel Request Form/Refer to 700-006:
 Overnight:
Outside Washington State boundaries:
Overnight, out of state:
Parking fees:
Pay Phone:
Per Diem:
 Advances:
 Computation:
 Reimbursement:
 Basis for reimbursement:
 Trailers and campers:
Permanently assigned vehicles:
Personal care attendant services:
Personal Telephone calls:
Personal travel plans, employee:
Phone, pay:
Point of origin:
Policy OFM
Positive system of control of travel:
Preference of Employee:
Privately-Owned Vehicle:

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX P

INDEX

INDEX

PAGE REFERENCE

Promotional exams, travel to:
Promotional interviews, travel to:
Prospective employees:
Prudent judgment:
Public phones:
Rates of reimbursement:
Reading odometers:
Receipts if in excess of \$50?
Records, travel expense:
Recruitment, travel expenses for applicants:
References:
Refunds, travel agents and common carriers:
Region Motor Pool:
Registration fees:
Regularly scheduled working hours:
Reimbursement:
 Per diem basis:
 Claims, timing of:
 Subsistence and Lodging:
 Temporary Duty:
Assignments:
Reimbursement Travel:
Relocation of Domicile, permanent changes:
Rentals:
 Car credit card:
 Meeting room:
 Vehicle:
Repair of State Vehicle:
Report of Accidents:
Report on air travel:
Returning advance money:
Review of vouchers:
Sales tax related to lodging:
Sales tax related to meals allowed:
Seminars, reimbursement for:
Sharing vehicles:
Ninety Sixty days limit after transfer:
State Motor Pool vehicle:
State Vehicles:
Steno and typing services:



Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX P

INDEX

INDEX

PAGE REFERENCE

Subsistence & Lodging:
 Advances:
 Authorizing:
 (Meal) and lodging:
 Per meal:
 Reimbursement:
Surcharges, hotel/motel:
Tax,
 related to lodging:
 related to meals:
Taxi and limo fares:
Telephone charges:
Television rental, not reimbursed:
Temporary Duty Station:
Tips,
 related to meals:
 related to lodging:
Tolls, ferry and bridge:
Trailer, camper, authorizing:
Trains, meals on:
Transferred employees, over 90 days:
Transit fares:
Transportation (Conveyance) Expenses:
Transportation Request form, refer to SF 6855
Travel controlled by positive system:
Travel Expense:
 Advance Form, refer to 133-102:
 Expense Records:
 Expense Vouchers:
Travel:
 Convenience of Employees:
 Employee Career Development:
 Status, definition:
 Status, reimbursement when not in:
 Trailer camper, authorizing:
 Control of:
 Modes of:
 Reimbursement for:
Trip insurance, not reimbursed:
Trip Reports, out of state:

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX P

INDEX

INDEX

PAGE REFERENCE

Unexpended portion of advance:
Unused:
 Advance money:
 Advances:
 Portions of advance:
Use of Trailers and Campers:
Valet service, not reimbursed:
Vehicle:
 Authorization Card:
 Permanently assigned:
 Privately owned:
 Rented:
 State owned:
Voucher:
 Approval:
 Review:
 Reimbursement for travel:



Chapter 10 WSDOT Travel Rules and Procedures

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX Q

FORMS INDEX

INDEX

ILLUSTRATION REFERENCE

Travel Request - DOT Form 700-006 EF, Revised 03/97

Illustration 1

Worksheet Cost Benefit Analysis - DOT Form 700-006a EF, Revised 07/00

In Progress

Travel Expense Advance - DOT Form 133-102 EF, Revised 12/97

Illustration 2

Travel Expense Voucher - DOT Form 133-103 EF, Revised 12/97

Illustration 3

Travel Expense Reimbursement Checklist
Documentation Requirements

In Progress

In Progress

Meeting Request - DOT Form 700-003 EF, Revised 12/95


Illustration 4

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX Q

FORMS INDEX

ILLUSTRATION 1 TRAVEL REQUEST - DOT 700-006 EF

 Washington State Department of Transportation		Travel Request	
Use this Form for the Following Situations:			
Check one below: <input type="checkbox"/> In State		Check all that apply <input type="checkbox"/> Airline Travel (Complete Sections A, B) <input type="checkbox"/> 150 Percent Rule (Complete Sections A, C)	
<input type="checkbox"/> Out of State to Nonbordering Counties/Cities Trip No. _____ (Required)		Check all that apply <input type="checkbox"/> Two or More Nights Stay (Complete Section A) <input type="checkbox"/> Airline Travel (Complete Sections A, B) <input type="checkbox"/> 150 Percent Rule (Complete Sections A, C) <input type="checkbox"/> No Overnight Stay (No Trip Number Required)	
<input type="checkbox"/> Out of State to Bordering States/Countries/Cities • CANADA - Vancouver, B.C. - Victoria, B.C. - Sidney B.C., - Nelson B.C. • IDAHO - Benewah - Boundary - Kootenai - Nez Perce - Bonner - Latah (Coeur d' Alene) (Lewiston) • OREGON - Clatsop - Hood River - Sherman - (Seaside) - Morrow - Umatilla - Columbia - Multnomah - Wallowa - Gillian (Portland) - Wasco		Check all that apply <input type="checkbox"/> Two or More Nights (Complete Section A) <input type="checkbox"/> Within Contiguous County/City <input type="checkbox"/> Outside Contiguous County Claiming Contiguous County Rates <input type="checkbox"/> Airline Travel (Complete Sections A, B) <input type="checkbox"/> 150 Percent Rule (Complete Sections A, C)	
Name(s) _____		Org. Code _____	Official Position _____
Destination _____	County _____	Transportation Mode <input type="checkbox"/> Passenger <input type="checkbox"/> State Vehicle <input type="checkbox"/> Air <input type="checkbox"/> Passenger <input type="checkbox"/> POV <input type="checkbox"/> Rail	
Departure Date _____	Time _____	Date conference/meeting begins _____	Date conference/meeting ends _____
Return Date _____	Time _____		
Purpose/relationship to job: (Required) _____ _____ _____			
Shared By: _____			
SECTION A Estimated Cost			
		Registration Fee \$ _____	
		Air Fare \$ _____	
_____ days subsistence at \$ _____		per day = _____	
_____ days lodging at \$ _____		per day = _____	
Vehicle mileage, parking, rental car, and other _____		= _____	
Total Estimated Cost		\$ _____	
Office of Secretary (Deputy Secretary must approve nonbordering states/counties/cities)		Date _____	
Lodging Reservations/Confirmation _____			
Name of Hotel/Motel _____		City _____	Confirmation Number _____

DOT Form 700-006 EF
Revised 8/00

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX Q

FORMS INDEX

ILLUSTRATION 1 TRAVEL REQUEST - DOT 700-006 EF (continued)

SECTION B Airline Travel <input type="checkbox"/> Round Trip <input type="checkbox"/> One Way						Ticket No. 	
Name of Airline 							
Needed to Arrive at :				Available to Return From:			
Date	Flight No.	Depart		Date	Flight No.	Depart	
		Arrive				Arrive	
				Rental Car Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Job Number	Work Op	Object Acct.	Org No.	Control Section	Nonparticipating	Amount	
<p>If contract carrier listed in the Discount Air Travel (Contract 154-90 or subsequent contract) is not the one that is expected to be used, circle the number of the appropriate reason below (see contract for details of exceptions):</p> <ol style="list-style-type: none"> Contractor does not travel within the time constraints or no city pair contract is available. Comparable airfare is offered to the general public at a published fare which is less than the state contract fare. Other (must be explained below). <p>Use of local airport is assumed to be the most economical for air travel. Explain here if local airport is not used:</p>							
SECTION C Lodging—150 Percent Rule						Requires Executive Approval (Deputy Secretary, Assistant Secretary, Region Admin., etc.)	
You are further authorized reimbursement on an actual lodging expense basis in accordance with our Directive ID 13-50. The single occupancy government rate at the _____ is _____ including taxes which exceeds the _____ normal lodging for that location. Condition _____ (one of six allowable conditions) is applicable.				Exception to maximum (Normal) Lodging Amount \$ _____ Subsistence Amount + _____ Total Adjusted Per Diem for Location \$ _____			
The Following are the Six Allowable Conditions							
When lodging costs as evidenced by a receipt exceed the allowable maximum per diem rate and one of the following six conditions exists:							
A. When a traveler is assigned to accompany an elected official, a foreign dignitary, or others as authorized by law, and is required to stay in the same lodging facility.							
B. When costs in the area have escalated for a brief period of time either during special events or disasters.							
C. When lodging accommodations in the area of the temporary duty station are not available at or below the maximum lodging amount, and the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation and other costs.							
D. The traveler attends a meeting, conference, convention, or training session where the traveler is expected to have business interaction with other participants in addition to scheduled events, and it is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facility where the meeting, conference, convention, or training session is held.							
E. To comply with provisions of the Americans with Disabilities Act (see Section 4.2.1.3.3), or when the health and safety of the traveler is at risk (see Section 4.2.1.3.2).							
F. When meeting room facilities are necessary and it is more economical for the traveler to acquire special lodging accommodations such as a suite rather than to acquire a meeting room and a room for lodging.							
Employee		Date		Supervisor		Date	
Approving Authority						Date	

DOT Form 700-006 EF
Revised 8/00

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX Q

FORMS INDEX

ILLUSTRATION 1 (continued) WORKSHEET COST BENEFIT ANALYSIS


IN PROGRESS

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX Q

FORMS INDEX

ILLUSTRATION 2 TRAVEL EXPENSE ADVANCE - DOT 133-102 EF



**Washington State
Department of Transportation**
Print or type. Submit this voucher in duplicate.

Travel Expense Advance

(See Directive ID 13-50)

Name (Last, First, Initial)			
Address		City	State Zip

Date	From	To	Purpose of Trip

Use attachment if more space is needed

Estimated number of meals away from Official Station:			
Breakfast	Lunch	Dinner	
@ \$	@ \$	@ \$	
@ \$	@ \$	@ \$	
@ \$	@ \$	@ \$	\$
Estimated number of days away from Official Station:			
Days @ \$		Lodging per day	\$
Miscellaneous expenses (Not to include Personal Auto Expenses)			\$
Subtotal			\$
Deduction per rules detailed in ID 13-50			\$ 30.00 >
Total Expense Advance Requested			\$ -30.00

Employee Statement

I hereby certify that the above expense advance is requested under the authority of Chapter 16, Laws of 1967, Ex. Sess.; and is necessary to defray my anticipated out of pocket reimbursable expense other than private automobile expenses while traveling on business for the State of Washington away from my designated post of duty. I understand that the State of Washington has a prior lien against and a right to withhold any and all funds payable by the State to me up to the amount of such advance and interest at the rate of 10 percent per annum, in case of default, until such time as repayment or justification has been made. No travel advances will be considered for any purpose as a loan (RCW 43.03.200). Any unexpended portion of advance must be returned to the Department promptly. I further understand that any unauthorized expenditure of funds advanced to me shall be considered a misappropriation of state funds by me.

Employee Signature	Date	Approving Authority	Date	Approved for Payment By	Date
--------------------	------	---------------------	------	-------------------------	------

Account Code						
Job Number	Work Op.	Obj. Acct.	Org. No.	Control Section	Non-Part.	Amount
Day	Month / Year					Total

DOT Form 133-102 EF
Revised 12/97

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX Q

FORMS INDEX

ILLUSTRATION 3
TRAVEL EXPENSE VOUCHER - DOT 133-103 EF

[illegible]

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX Q

FORMS INDEX

ILLUSTRATION 3 (continued) TRAVEL EXPENSE REIMBURSEMENT CHECKLIST

Proper completion of the travel expense voucher is the responsibility of the traveler. The following checklist has been prepared to ensure the most basic rules involving reimbursement for travel expenses have been considered while preparing the travel expense voucher. All department employees are responsible for identifying and working with their organization's travel coordinator to assure correct procedures are being followed. Any "out of the ordinary" travel expenses not identified in the checklist below are covered in Chapter 10 of the Accounting Manual.

1. POLICY AND PROCEDURE INTERPRETATION AND INSTRUCTIONS	Yes	No
A. All organizations within the department have an assigned travel coordinator. Ask your supervisor for their name and phone number and then schedule a travel orientation to assure you have a basic understanding of current policies and procedures concerning travel.		
2. TRAVEL AUTHORIZATION (DOT Form 700-006 Revised 8/1999)	Done	N/A
A. Consider the need for proper authorization for travel before leaving on a trip. A Travel Request form must be completed when any of the following circumstances exist:		
• all out-of-state travel where a Sponsoring Organization is paying for at least 75% of the trip and must be submitted 2 weeks prior to departure.		
• all out-of-state travel whether spending the night or not (bordering counties of Idaho and Oregon, and the cities of Nelson, Sidney, Victoria and Vancouver British Columbia, Canada are considered in-state for this rule) and must be submitted 4 weeks prior to departure.		
• all airline travel (both in-state and out-of-state) goes through the organization travel coordinator for your area.		
• all out-of-country travel except Alaska and British Columbia. Travel Request must be submitted to the Governor's office for signature 8 weeks prior to travel.		
• use of the 150% rule for exception to the maximum lodging expense.		

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX Q

TRAVEL EXPENSE REIMBURSEMENT CHECKLIST (CONTINUED)

3. Travel Advance (DOT Form 133-102 EF Revised 12/1997)	Done	N/ A
A. If assistance is needed to defray anticipated expenses (excludes personal motor vehicle expenses) while traveling on official state business away from the official station or residence, a travel advance may be requested by using the Travel Expense Advance form. This request must be submitted two weeks or more prior to traveling and requires traveler's signature, approving authority (direct supervisor) signature, and approved for payment by (agency head or authorized designee) signature.		
B. When preparing the travel expense voucher, consider any travel advances previously received and enter the amount in the appropriate place on the Travel Expense Voucher to reduce the amount of money reimbursed.		
C. Remember, <u>if a travel expense voucher has not been completed within 60 days after the travel advance has been issued</u> , the DEPARTMENT is required by the IRS to report the amount as income in box 10 of the travelers W-2 form and withhold payroll taxes.		
4. Travel Expense Voucher (DOT Form 133-103 EF Revised 2/2000) ** Specific Rules Pertaining To Preparation Of the Travel Expense Voucher	Done	N/ A
A. Travel Related Meal Allowance Reimbursement		
1. Determine if the "3 hour rule" has been satisfied (this would entitle traveler to the meal allowance): "Employee must be in travel status at least three hours outside of their regularly scheduled working hours." <u>(Scheduled Work Hours must be on the Travel Expense Voucher)</u>		
There is one exception to the "3 hour rule," review Travel Chapter rules for specifics.		

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX Q

TRAVEL EXPENSE REIMBURSEMENT CHECKLIST (CONTINUED)

A. <i>Travel Related Meal Allowance Reimbursement (continued)</i>	<i>Done</i>	<i>N/A</i>
<p>2. Determine which meals (e.g. breakfast, lunch, dinner) may be reimbursed based on the "Agency determined Meal Periods:"</p> <ul style="list-style-type: none"> a) Breakfast - meets "3 hour rule" and in travel status continuously for at least an hour and one-half immediately prior to the start of the regularly scheduled work shift. b) Lunch - meets "3 hour rule" and in travel status during the entire agency-determined mid-shift (lunch) period (This period is the time the employee normally eats or, if eating time varies, one-half way through the regular work schedule). c) Dinner - meets "3 hour rule" and in travel status continuously for at least an hour and one-half immediately following the end of the regularly scheduled work shift. <p>Reimbursement for meals is not allowed for expenses incurred at or between the employee's official station and/or official residence. Employees are expected to return timely and exercise care to avoid unnecessary meal costs.</p>		
<p>3. The departure and return times for each trip and the "Regular Scheduled Work Hours-Days" sections on the Travel Expense Voucher are required to be completed.</p>		
<p>4. Obtain the correct meal allowance amount from the Lodging and Per Diem Rate Map (Refer To Note below or Appendix D of WSDOT Travel Chapter 10) for the appropriate travel location when eligible for the meal allowance. Continental Breakfasts and Airline meals are not considered to be a "provided" meal.</p>		
<p>5. Remember, there is no entitlement to a meal allowance when a meal is furnished at a Seminar, Conference, Convention or Meeting/Training Session. (Exception: Continental Breakfast & Airline Meals).</p>		

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX Q

TRAVEL EXPENSE REIMBURSEMENT CHECKLIST (CONTINUED)

<i>B. Travel Related Lodging Expense Reimbursement</i>	<i>Done</i>	<i>N/A</i>
1. Determine if the "50 mile rule" (most direct road miles measured either from the lodging facility or the temporary duty work site, whichever is closer) has been satisfied to qualify for reimbursement of lodging expense. There are 3 exceptions to the "50 mile rule"; review Travel Chapter rules for specifics.		
2. Determine the actual lodging expenses to be reimbursed as evidenced by a receipt from a commercial lodging facility. Remember, unless qualifying for the 150 % rule, lodging expenses can not exceed the maximum lodging rate for the travel location (Refer to Note below or Appendix D of WSDOT Travel Chapter 10). An original receipt must be attached to the Travel Expense Voucher.		
3. Review the 6 conditions cited in Travel Chapter 10 to determine if the 150% rule may be used(Also refer to DOT Form 700-006 EF Revised 8/1999, Conditions 1 through 6). If the 150% rule is being used, complete a Travel Request form (unless a departmental Travel Work Plan exists which includes 150% rule exception) and have it approved prior to travel. The Travel Request Form must be attached to the Travel Expense Voucher. If a departmental Travel Work Plan exists, reference the Work Plan number in the "Purpose Of Trip" column of the Travel Expense Voucher.		
4. Consider the "prompt return rule" when claiming travel related expenses for reimbursement. If leaving for a trip before it appears necessary, or returning after the "normal" return night, a written justification statement from the Approving Authority must be attached to the travel expense voucher prior to being signed.		
5. Travel locations in the "From/To" Trip information columns on the Travel Expense Voucher are a requirement. Show the amount of lodging expenses to be reimbursed in the appropriate "Lodging" column as either "Non High Cost" or "High Cost."		

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX Q

TRAVEL EXPENSE REIMBURSEMENT CHECKLIST (CONTINUED)

<i>C. Travel Related POV Expense Reimbursement</i>	<i>Done</i>	<i>N/A</i>
1. Determine mileage for reimbursement. If claiming actual miles traveled, odometer readings must be noted from the beginning to the end of the trip. Vicinity miles are to be noted separately. The odometer readings must be recorded on the Travel Expense Voucher. Point-to-point mileage is based on the department's official state highway map. If point-to-point mileage is used, prominently display this fact in the remarks section of the travel expense voucher. When claiming point to point mileage, vicinity miles may also be claimed by noting odometer reading. However, specifics about where the traveler is going and for what purpose must be noted in the "Purpose of Trip" column		
2. <u>Requirements on travel expense voucher:</u>		
<ul style="list-style-type: none"> a) Include "Official Station" and "Official Residence." b) Include the travel locations in the "From/To" Trip information columns. c) Show the mileage claimed for reimbursement in the "Mileage" column under Automobile; calculate the eligible "Allowance" column amount by obtaining the mileage rate from Appendix D of WSDOT Travel Chapter (eligible miles claimed multiplied by the current rate - Example: 60 miles multiplied by .325 cents per mile = \$19.50). 		
<i>D. Travel Related Miscellaneous Expense Reimbursement</i>	<i>Done</i>	<i>N/A</i>
1. Determine if any miscellaneous expense related to travel is reimbursable. In general, taxi fares and parking are reimbursable when incurred while on official state business. These same expenses are not reimbursable if incurred for entertainment purposes while in travel status.		

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX Q

TRAVEL EXPENSE REIMBURSEMENT CHECKLIST (CONTINUED)

<i>D. Travel Related Miscellaneous Expense Reimbursement (continued)</i>	<i>Done</i>	<i>N/A</i>
<p>2. List each miscellaneous expense in the "Detail of Other Expense" section in the lower right hand corner of the Travel Expense Voucher. Be sure to include the appropriate amount in the "Other per Detail" column above on the appropriate date traveled. Receipts are REQUIRED for the following expense categories (other expenses only need to be referenced):</p> <ul style="list-style-type: none"> a) parking - over \$50 (dollars). b) laundry services (for travelers who are in continuous travel status for five (5) or more days. When coin operated machine receipt is not available, the traveler should note this in the remarks section of the travel expense voucher.) c) taxi - over \$50 (dollars). <p>Note: whenever a receipt is provided it should be attached to the travel expense voucher as back up to the expense.</p>		
<i>E. Basics of Travel Expense Voucher Preparation</i>	<i>Done</i>	<i>N/A</i>
<p>1. Traveler is identified, including the address where the warrant is to be mailed to, at the top of the Travel Expense Voucher, and the "Official Station and Official Residence" is noted.</p>		
<p>2. List the purpose of business for which the travel is required. If applicable note the Travel Work Plan number and/or Trip Number for any travel expenses to be reimbursed.</p>		
<p>3. Have amounts extended to the appropriate locations on the Travel Expense Voucher.</p>		

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX Q

TRAVEL EXPENSE REIMBURSEMENT CHECKLIST (CONTINUED)

<i>E. Basics of Travel Expense Voucher Preparation (continued)</i>	<i>Done</i>	<i>N/A</i>
<p>4. Code travel expenses in the lower left section of the Travel Expense Voucher (Account Code). New employees should receive the basic coding information (e.g. work order numbers, organization codes, etc.) from their supervisors and retain it for future use. Consult with the regional Travel Coordinator for the appropriate object code.</p> <p>Note: Traveler is responsible for obtaining correct coding!</p>		
5. Obtain Approving Authority signature or signature of authorized manager.		
6. Ensure prompt payment by coordinating with the regional travel coordinator for correctness of Travel Expense Voucher and verify which receipts may be required. (An illustrated example of a DEPARTMENT Travel Expense Voucher can be found in Appendix Q of the WSDOT Travel Chapter 10).		
<p>NOTE: Refer to Per Diem Map for current rates or rates may be accessed on line through an Internet link on the Olympia Service Center's Accounting Services Web Site:</p> <ul style="list-style-type: none"> • http://wwwi.wsdot.wa.gov/FASC/Accounting/Accounting_Systems/travel.htm 		

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX Q

FORMS INDEX

ILLUSTRATION 3 (continued) DOCUMENTATION REQUIREMENTS

IN PROGRESS

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX Q

FORMS INDEX

ILLUSTRATION 4 MEETING REQUEST - DOT 700-003 EF

Washington State Department of Transportation		Meeting Request	
Use This Form for the Following Situations Only Check Appropriate Boxes <input type="checkbox"/> Meeting involving substantially all of the Regions (Requires Deputy Secretary Approval) <input type="checkbox"/> Light Refreshments <input type="checkbox"/> Meeting of 10 or more state employees in a nonstate owned facility <input type="checkbox"/> Official Meeting Meals <input type="checkbox"/> Meeting involving formal training			
Name of Requester _____		Estimated Costs Transportation Expenses _____ Lodging _____ Meals _____ Light Refreshments _____ Other _____ Total _____	
Date of Meeting _____	Number of Participants _____		
Facility to be Used _____			
Course Code _____	Course Title _____		
Purpose of Meeting - Convention, Conference, or Formal Training Session (Include Organizations Involved) _____ _____ _____			
Justification for Use of Nonstate Owned Facility (SAAM 10.10.55) First priority to be given to using state owned barrier free facilities in lieu of renting or leasing other facilities. If the facility is not owned by state and involves attendance of ten or more state employees, a justification must be given (SAAM 10.10.55). _____ _____			
Light Refreshments ⁽¹⁾ and/or Official Meeting Meals (SAAM 10.40.70) Must be an integral part of the meeting. Document the activity occurring during the serving of meals or refreshments that is necessary for meeting the objectives of the meeting and attach any clarifying agenda. _____ _____			
Official meeting meals can be provided to WSDOT employees only. The only way we can reimburse others is by a legal contract, e.g., a consultant agreement, or letter agreement. The cost of "Official Meeting Meals" is limited to the applicable maximum meal rate. ⁽²⁾ A list of participants must be attached to the payment document. Are all participants of "Official Meeting Meals" WSDOT employees? ⁽³⁾ <input type="checkbox"/> Yes <input type="checkbox"/> No Is the cost of each meal within the allowable meal rate? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Notes (1) Light refreshments can not be served at regularly scheduled meetings, agency or employee anniversaries, receptions of new, existing and/or retiring employees. See Recognition Award Directive (D 73-39) or Travel Manager for additional information. (2) Costs charged to and directly paid by the Department are under the same rules as costs paid to employees as reimbursements. For instance, lodging and meal rates are applicable in either situation. (3) If non- DOT employees are being served, a copy of the contract must be attached or referred to on the payment voucher. The Travel Manager, Region/Division accountants should be contacted with questions before committing the department to outside vendors for meals and lodging at conferences.			
Signature of Approving Authority _____ Date _____			

DOT Form 700-003 EF
Revised 8/00

Chapter 10 WSDOT Travel Rules and Procedures